

c. Program: The Society carries out a National and International program of health and welfare services characteristic of Red Cross Societies adhering to International Red Cross principles. At present the Society operates 41 General Hospitals, 4 maternal hospitals, 11 tuberculosis sanatoria and 34 clinics and dispensaries providing both in and out-patient care. Medical and hospital services are on a reduced fee basis with some free services being given. The Society operates 32 schools of nursing in which at present approximately 25% of all nurses-in-training in Japan are enrolled. Programs of public health and school nursing, health education

and special health programs are developed in cooperation with responsible public health authorities. An expanded program of Red Cross disaster services is being developed including the coordination of all voluntary private welfare and relief agencies participating in disaster relief operations as set forth in the new National Disaster Law. Other Red Cross programs being developed or expanded include Home Nursing, First Aid, Accident Prevention, Water Safety, and Volunteer Services. Great importance is placed on the early reorganization of its Junior Red Cross, an in-school program to be geared into the new school curricula. The Society maintains in Tokyo the largest and most complete Public Health Museum in Japan.

d. Prefectural Organization: The Society is organized with chapters and branches in each prefecture. At this time the Governors of the prefectures are presidents of the prefectural chapters and the mayors and village chiefs are presidents of the branches.

e. Library and Publications: The Society maintains a small library of professional literature in Tokyo accessible to the public. It currently publishes pamphlets on health subjects and a monthly magazine, "Hakui".

f. National Headquarters: 5 Shiba Park, Tokyo.

2. National Relief Association: (Onshi Zaidan Doho Engo Kai)

Note: Doho Engo Kai is translated in several ways. Doho or Dobo means brethren, fellow-countrymen or compatriots; Engo - relief, aid or assistance; Kai - association or society. Confusion sometimes occurs when different translations are made such as Compatriots Relief Society or Fellow-Countrymen's Aid Association. National Relief Association is not a literal translation but is used by the national office of the association as the English name.

a. The National Relief Association was established in March 1946 as a result of the reorganization and expansion of the former War Sufferers Relief Association (Sensai Engo Kai). The War Sufferers Association had been created during the war to assist persons in need as a result of the war bombings. There was previously in existence a Veterans Relief Association (Gunjin Engo Kai - also translated as Soldiers Assistance Society) which was dissolved in January 1946. When Doho Engo Kai was founded the assets of the Veterans Association were transferred to the new association. Although the facilities of the Veterans Association were taken over, the special programs for Veterans and families of deceased soldiers had been discontinued. The Veterans Relief Association in 1939 had absorbed the Greater Japan Servicemen's Relief Society (Dai-Nippon Gunjin Engo Kai).

b. Membership: Persons who make donations to the Association become members.

c. Prefecture Organization: In each prefecture there is a local organization of the National Relief Association. Usually the prefecture governor is the honorary president and other public officials are officers. Some prefecture branches have been reorganized and persons other than government officials have been selected as officers. Employees of the Association

are usually assigned to work with the prefecture department of public welfare.

d. Program: The Association's activities are devoted primarily to aid repatriates and other persons who are in need as a result of the war. About 300 lodging facilities or "mass Homes" are maintained, housing about 66,000 persons. Frequently former Japanese army barracks have been utilized for these repatriate and war sufferers housing projects. A total of 347 work shops assisting about 16,000 persons are operated by the association. Other facilities are: day nurseries, baby homes, consultation offices, information bureaus, homes for mothers and children, clinics, homes for the aged and vocational guidance institutions. The association also operates institutions and facilities which are owned by the prefectural governments, cities and towns. The total number of facilities operated or supported by the association is approximately 1,600. It is estimated that about twenty-five percent (25%) of the persons aided by the association receive benefits under the Daily Life Security Law.

e. Library and publications: None

f. National headquarters: Japan Industrial Club (Nihon Kogyo Kurabu). 1 - Chome Marunouchi Chyoda-Ky, Tokyo.

3. Mutual Assistance Association for Disabled (Kyojo Kai)

a. The Mutual Assistance Association for disabled (Kyojo Kai) was organized on 27 March 1946. The Japan Association for Disabled Veterans (Dai-Nippon Shoi Gunjin Kai) had been dissolved on 20 February 1946 and the assets of the dissolved society were donated to Kyojo Kai. The program of the Disabled Veterans Association had been limited to aiding former soldiers but the new organization "aims to give relief to disabled persons in general who are needy, without discrimination or preferential treatment as to cause of disability".

b. Membership: All disabled persons in Japan are eligible for membership in the association. Most of the members, however, are disabled war veterans with only a small percentage of other disabled persons.

c. Prefectural organization: There is a branch of the association in each prefecture and an employee of the association is frequently assigned to work as a member of the staff of the prefecture department of welfare. Most of the work of the association is carried out by the prefectural branches rather than by the national office.

d. Program: The activities of the association for the aid of disabled persons includes vocational guidance and training, maintenance of work shops, manufacture and repair of artificial appliances, and assistance for needy disabled persons. Over one hundred work shops and vocational centers are operated by the association. A hotel service with a capacity of twenty (20) persons is maintained by the national office. The association expends about 1,500,000 yen annually for the manufacture and repair of artificial appliances.

e. Library and publications: None

f. National headquarters: Kawada-Cho Ichigaya Shinjuku-ku, Tokyo.

4. All Japan Minsei-iin Federation (Zen-Nihon Minsei-iin Renmei)

a. The Minsei-iin Federation is a national organization of all Minsei-iin in Japan, coordinating the work of individual members, exchanging of ideas, and stimulating interest in social welfare work.

b. Membership: Approximately 130,000 Minsei-iin.

c. Prefecture organization: There is a federation of Minsei-iin in each prefecture of Japan usually known as the _____ ken Minsei-iin Renmei. The office is usually located in the prefecture building (Kencho).

d. Program: The national federation by means of publications, meetings and conferences provides Minsei-iin and the general public with information concerning welfare programs in Japan. (Reference: TB-PH-WEL 7, November 1947).

e. Library and publications: The national federation publishes the Welfare Times Report (Minsei Jiho) which is sent to each Minsei-iin. Each Minsei-iin is also provided with a handbook (Minsei-iin Techo) which usually contains national welfare laws. Some of the prefecture federations also issue a local magazine or newspaper for the Minsei-iin within the prefecture.

f. National headquarters: Salvation Army Building, 17, 2 Chome, Jimbo-cho, Chiyoda-ku, Tokyo.

5. Japan Social Work Association. (Nippon Shakai Jigyo Kyokai)

a. The Japan Social Work Association was organized in 1908 and was known prior to 1947 as the Central Social Work Association (Chuo Shakai Jigyo Kyokai). It assumed an important place in social welfare in Japan under the provisions of the Social Work Law of 1938 which provided government subsidies to approved welfare agencies.

b. Membership: About five thousand (5,000) welfare agencies and institutions in Japan are members of the association and pay annual fees. Six of the largest welfare agencies are affiliated: Japan Red Cross Society; Saiseikai; National Relief Association (Doho Engo Kai); Minsei-iin Federation; Blind Persons Welfare Association; and the Mothers and Children Welfare Society.

c. Program: The association is the most important organization which attempts to coordinate the work of all other existing welfare agencies, both national and local. Activities include research and investigation, publication of books and magazines on welfare subjects, welfare training and education programs, and sponsorship of prefecture and national social work conferences. (Reference: TB-PH-WEL 2, August 1947)

d. Prefecture organization: In each of the prefectures of Japan there is a local association usually known as the _____ ken Shakai Jigyo Kyokai.

e. Library and publications: The association maintains a large library at their headquarters in Tokyo which contains social work publications in Japanese, English and other languages. The association also publishes a monthly magazine called Social Work (Shakai Jigyo).

f. National Headquarters: 1 Sannen-cho, Kojimachi, Chiyoda-ku, Tokyo.

6. Saiseikai, an Imperial Gift Foundation (Onshi Zaiden Saiseikai).

Note: Saiseikai, being a proper name, is usually not translated.

a. Saiseikai was founded on 30 May 1911 with an Imperial grant from Emperor Meiji and contributions from the general public for the purpose of providing free medical care for needy persons. It is the largest national medical relief organization in Japan. In 1924 the program of the foundation was expanded somewhat and low-cost medical care was made available to persons with limited incomes. At the present time free medical care is provided for the indigent and for a nominal fee to persons with small incomes.

b. Membership: Anyone who donates any amount to the foundation automatically becomes a member. At the present time about 120,000 persons are members.

c. Program: The foundation operates a general hospital, a maternity hospital and a nursery in Tokyo under the direct management of the National headquarters. This hospital has a staff of visiting nurses, visiting doctors and a social service department. Throughout Japan the foundation maintains thirty-four (34) general hospitals, two maternity hospitals and fifty-nine (59) clinics which are under the control of the prefecture associations.

d. Prefecture organization: There is a local Saiseikai in each prefecture. Frequently an employee of the foundation works as a member of the staff of the prefecture department of welfare. At the present time there is an organization in each of the prefectures of Japan.

e. Publications: A monthly magazine called Saisei was previously published. At present, due to the shortage of paper, it is possible to publish only a small monthly paper which provides some information about the activities of Saiseikai and new laws and other developments in the field of medical care.

f. National headquarters: 1 Akabane-cho, Shiba, Minato-ku, Tokyo.

7. Mothers and Children Welfare Society. (Onshi Zaiden Boshi Ai-iku Kai)

a. Ai-iku Kai, an Imperial Gift Foundation, now called Boshi Ai-iku Kai, was founded on 13 March 1934 when the present Emperor made a grant of

funds to commemorate the birth of the Crown Prince. The purpose of the foundation is to promote the welfare of children and mothers in Japan. On the birthday of the Crown Prince in 1942, Ai-iku Kai, the Japan Society for the Protection of Mothers (Nihon Bosei Hogo Kai) and the Japan Patriotic Society for Promotion of Children's Health (Nihon Shoni Kenko Hokoku Kai) were combined to form the present organization (Onshi Zaidan Boshu Ai-iku Kai).

b. Membership: A total of 1139 villages, especially selected by the prefecture associations and called Ai-iku villages (mura), are members of the national association. No membership fees are collected.

c. Program: The main functions of the association are research, providing information to the public concerning the welfare of mothers and children and coordination of the work of the prefecture societies. In the national headquarters of the association in Tokyo there is a research institution and a bureau of general affairs. In order to carry out the necessary research work the institute is equipped with a pediatric hospital, a pediatric out-patient department, a nursery and kindergarten and a health consultation clinic. The bureau of general affairs of the national office is responsible for the public information program, coordination of the activities of the prefecture associations and the organization of a group of pediatricians and obstetricians to make special studies concerning maternal and child health programs. In cooperation with the association a maternal and child health research program is being carried out by six of the medical colleges with higher standards.

d. Prefecture organization: There is a local society in each prefecture in Japan, which is usually affiliated with the public health section of the prefecture government. Each prefecture association selects two villages to conduct specific studies about the problems of mothers and children. The villages with poor medical facilities, or with no facilities or with high infant mortality rates are given special attention by the local societies. In these villages the society assumes responsibility for educating the women concerning maternity hygiene and child care. These are called Ai-iku villages.

e. Publications: A magazine called Ai-iku is published monthly and sent to each village which is a member of the association.

f. National headquarters: 5-1 Chome Morioka-Cho, Azabu, Minato-ku, Tokyo.

8. Salvation Army (Kyusei Gun)

a. The Salvation Army was introduced in Japan and commenced evangelical and welfare work in 1895. The main activity in the field of welfare has been programs to rehabilitate prostitutes and to eliminate licensed prostitution. The first "rescue home" in Japan for prostitutes was established by the Salvation Army. It has exerted a considerable influence in bringing about the abolition of licensed prostitution.

b. Membership: There is no separate membership for the welfare program of the Salvation Army.

c. Program: Although the welfare activities of the Salvation Army

are centered in Tokyo, a few institutions are located in other sections of the country. The national headquarters supervises and controls these activities. The following institutions are maintained by the national headquarters: children's home - 1; homes for working men and repatriates - 3; day nursery - 1; homes for street girls - 3; homes for girls committed by the Juvenile court - 1; home for boys committed by Juvenile court - 1; sanatoria - 2. A considerable number of institutions including two general hospitals were destroyed during the war.

d. Prefecture associations: There are no local organizations of the Salvation Army for welfare purposes other than the institutions. At present there are three institutions in Osaka, one in Kure and one in Yokohama.

e. Publications: A monthly paper, "War Cry" (Tokino Koe) is published by the Army.

f. National Headquarters: 17, 2 Chome, Jimbo Cho, Kanda, Chiyoda-Ku, Tokyo.

9. Central Blind Persons Welfare Association (Chuo Mojin Fukushi Kyokai)

a. As the result of the request from the people interested in the welfare of blind persons in Japan the Central Blind Persons Welfare Association was established. The association aims to coordinate and promote the welfare programs intended to prevent blindness; improve the condition of the blind; and to conduct research and investigation concerning the blind. It is estimated that there are now about 70,000 blind persons in Japan.

b. Membership: There are seven honorary members, 27 special members and 193 patron members, and 48 regular members. Honorary members are those who have done outstanding work for the association. Special members are those who have made special donations. Patron members are chiefly eye doctors who pay the annual membership fees. Regular members are the blind schools and institutions in every prefecture of Japan.

c. Program: The activities of the association include programs for the prevention of blindness, welfare work for the blind, coordination of programs for the blind, research and education concerning blindness and the blind. The first national conference concerning prevention of blindness and welfare work for the blind was sponsored by the association in July 1931. A National Eye Protection Day was established and observed on 18 September 1838 to emphasize activities concerned with the preservation of eye sight and prevention of blindness. The first study of blind persons in Japan was undertaken in 1931. A committee was selected to define a "blind person" and statistics concerning blind persons were secured by the Home Ministry upon the request of the association.

The association has been urging the enactment of a law for the protection of the blind persons, establishment of compulsory education for blind children, study of children with poor eye sight and development of sight saving classes, and research concerning welfare services needed for blind persons. The association has established the Tokyo Blind Persons Hall (Tokyo Mojin Kaiken) in commemoration of Miss Helen Keller's visit to Japan in July 1939.

The association has been issuing talking-book machines and records since 1938.

d. Prefecture Association: There is an association in each prefecture known as the Blind Persons Association (Mojin Fukushi Kyokai).

e. Library and publications: The association does not maintain a library but a library is a part of the Tokyo Blind Persons Hall in Tokyo. A directory of Welfare Work for Blind Persons in Japan is published annually. The Central Blind Persons Welfare Association Magazine is published monthly. The publication of a braille magazine was discontinued during the war. There are available publications, books and pamphlets, about welfare work for blind persons.

f. National Headquarters: 170, 4 Chome Nishi, Okubo, Siinjuku-ku, Tokyo.

10. Keifuku Foundation (Onshi Zeidan Keifuku Kai)

a. The Keifuku Foundation was created on 11 February 1924 when an Imperial grant was made in commemoration of the wedding of the present Emperor. Subsequently additional funds were donated by the general public. The association provides financial assistance to various private social work agencies, but does not carry on any welfare programs of its own. At present the funds of the association amount to a little over 3,200,000 yen.

b. Program: From the time of its establishment until the end of May 1947, a period of 25 years, the association has granted about 4,750,000 yen to assist 6,690 private social work agencies. At the present time private social welfare agencies are confronted with financial difficulties, since contributions from the general public are difficult to obtain, government subsidies are no longer possible and operational expenses are increasing. The association, therefore, intends to increase the grants to private agencies by securing funds in various ways. Plans are being made to sponsor benefit performances and to use the profits for the grants made by the association. The association also provides pensions for social workers in private welfare agencies who are over sixty years of age, have been engaged in social work for more than thirty years and have done outstanding work.

c. The Foundation has no members, maintains no prefecture societies and does not issue any publications.

d. Address: Ministry of Welfare, 1-2 Chome, Kasumigaseki, Chiyoda-Ku, Tokyo.

11. Mitsui Foundation (Mitsui Ho-on Kai)

a. The Mitsui Foundation was established in March 1934 by the Mitsui Gomei Kaisha with a grant of thirty million yen. At that time most of the towns and villages in Japan were suffering from the economic depression and the foundation was created to meet some of the current problems.

b. Program: The object of the Foundation is to give financial aid to or participate in such undertakings as may contribute to the promotion of

social welfare as well as the cultural advancement of Japan. Programs of the Foundation are of three types: (1) aid and operation of social work activities; (2) assistance of useful scientific research and experiments which will contribute to the advancement of agriculture, manufacturing and other industries; (3) research and studies. From 1934 to 1947 the Foundation expended a total of twenty-one million yen for social welfare and cultural projects with about sixty percent of the total going to social welfare activities. The Foundation has been particularly interested in aiding social welfare projects concerned with tuberculosis and leprosy. Funds have also been granted to: (1) aid in the establishment of clinics, (2) purchase of radium to treat cancer, (3) child welfare programs, and (4) aid to welfare institutions.

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J A P A N E S E J U N I O R R E D C R O S S
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Reviewed and approved by the Educational
Division, C. I. & E. Section, and the
Welfare Division, Public Health & Welfare
Section, General Headquarters, SCAP.

INTRODUCTION

Our Junior Red Cross was founded in 1922 and is now over twenty years old.

During these years, it has contributed something remarkable to the development of school education in general as an auxiliary institution carrying out practically and substantially what it has taught school children, inculcating them, at the same time, with the principles and ideals of humanity, altruism and international good-will and also promoting health.

In order to keep step with the reformation of our educational system based upon democracy, the Junior Red Cross has also altered and improved its structure and substance in many different ways accordingly.

This brochure, "The Manual", has been published for those who have been connected with the Junior Red Cross and elder members of the same, briefly describing such alterations as above mentioned.

This "Manual", unlike such books as have heretofore been published, has laid emphasis chiefly upon things practical, not upon those theoretical.

We have no doubt that those who have taken leadership of this institution and been interested in its activities will find a definite principle of education in this brochure.

They must clearly understand that the Junior Red Cross is not an institution intended to teach children things theoretical, but only to help them put in operation what they learn at school.

It goes without saying that this "Manual" is simply a short account of the Junior Red Cross, not touching upon the details of its structure and subject matters.

So, it is quite natural that there would arise various subjects questionable on the part of school teachers or leaders of the Junior Red Cross Groups.

In such cases, they are requested to ask us without reserve anything that they do not understand or to study it by themselves so that they can carry out the Junior Red Cross activities successfully.

Upon publishing this "Manual", we cannot but express our heartfelt thanks for the invaluable advices given us by our American Junior Red Cross Adviser to say nothing of the generosity and kindness shown us so signally by the American Junior Red Cross as to have furnished us with the printing paper more than enough for this brochure.

September, 1947.

WHAT IS JUNIOR RED CROSS?

Junior Red Cross is the boys and girls membership in a Red Cross Society. Japanese Junior Red Cross is a division of the Japanese Red Cross and is the Red Cross in the schools. The Junior Red Cross is also a division of the International Red Cross organization.

Junior Red Cross functions in the school. This means that Junior Red Cross organization and activities are integrated with regular classroom work. Junior Red Cross has a definite program of activities. They are distinct and separate from adult activities; however, there are occasions in which Junior Red Cross membership may work in partnership with adults.

The success of Junior Red Cross depends upon the combined interest and efforts of school authorities and teachers and the Red Cross Chapter. It is essential that the Junior Red Cross program serve as a contributing factor in vitalizing learning in school and in making it function in the daily lives of the children in the home and in the community.

WHO MAY BE MEMBERS OF JUNIOR RED CROSS?

All children of elementary school, lower middle, and high school are eligible for membership. The membership is on the group basis. There is no individual membership. Schools join by a class group. Therefore, the boys and girls are eligible for membership in the Junior Red Cross from the time that they enter the elementary school until they complete the high school. When they finish the high school they are no longer eligible for Junior Red Cross but are eligible for adult membership in Japanese Red Cross.

WHAT ARE THE OBJECTIVES OF JUNIOR RED CROSS?

The objectives of Junior Red Cross may be defined as follows:

1. To help the children to learn the full meaning of good citizenship.
2. To promote health and safety.
3. To help the child to cultivate the spirit of Service and an understanding and friendship for his community, the nation, and the world.

The objectives of Junior Red Cross are the same as that of the school, the homes, and other youth organizations. The objectives may be summed up by saying that the chief purpose of Junior Red Cross is to help give the boys and girls an opportunity to learn to be good citizens by acting now as good citizens.

WHAT IS THE JUNIOR RED CROSS PLEDGE?

"I, AS A MEMBER OF THE JAPANESE JUNIOR RED CROSS, WILL TRY TO KEEP MY BODY AND SPIRIT HEALTHY, AND STRONG, AND WILL DO MY BEST FOR THE BENEFIT OF HUMANITY, IN MY COMMUNITY, THE NATION, AND THE WORLD."

HOW TO REGISTER JUNIOR RED CROSS IN A SCHOOL

As soon as a school class with teacher's approval has decided to join Junior Red Cross it must be registered at the Chapter Headquarters of the Japanese Red Cross and the Chapters must register it at National Headquarters.

Forms and badges and information about registration may be secured from the Chapter Junior Red Cross leaders.

The annual registration fee shall be five yen per member. For example, in a class of 40 pupils, the membership fee for entire class group will be 200 yen. This fee is sent to Chapter Headquarters with the proper forms filled in with requested information and the Chapter forwards the entire amount of the membership fee to National Headquarters.

It must be noted that the fee in question must be money earned by the members themselves in some way or the other. When members of the group or sub-group wish to earn money there are two ways: one is to work en masse as a group after planning has been done under the leadership of the teacher; and the other is to earn money individually. Under the present circumstances the teacher should consult parents and explain to them the purpose for which children wish to earn the money.

There will be many persons who will not favor the new system of the registration fee; but it should be considered from the educational point of view, that is, how this plan will teach the boys and girls to be good citizens of New Japan. This may be one way to impress boys and girls of their sense of duty to themselves and to the welfare of others. To maintain an organization there must be sufficient financial support.

The senior membership of Japanese Red Cross will have the responsibility for financing the administration of the Junior Red Cross, but boys and girls will be responsible for financing their projects. Through this plan adults will assume their appropriate responsibility in giving youth opportunities to grow and develop in social attitudes. At the same time boys and girls will develop the attitude of beginning projects and seeing them through to the end. They will understand and feel the responsibility of the total job.

WHY IS THERE A JUNIOR RED CROSS MEMBERSHIP FEE?

When boys and girls join a National and an International organization, they are given certain privileges which do not come without responsibilities, both financially and morally. Boys and girls who join Junior Red Cross pledge themselves to help others and to make their country a better place in which to live. They cannot use a national organization's opportunities and its channels without realizing that it cost something to maintain the organization which will bring them the opportunities for serving nationally and internationally. In Junior Red Cross boys and girls have the privilege of joining hands with children in 64 nations of the world for the purpose of promoting health and safety programs, serving children less fortunate than they, and learning about children in other countries and how to make friends with them. (See "What Junior Red Cross Members Do" - how learning can be projected into active participation - p. 4). Every member of a democratic organization should learn about the privileges it offers, understand how it operates, and realize how his membership can make it a stronger and better organization for the welfare of all the people.

Thus a membership fee teaches boys and girls that privileges do not come without cost. It teaches them money values. It gives them an opportunity to perform in an organization in a manner in which he will perform as an adult.

HOW MAY THE MEMBERSHIP FEE BE EARNED?

When boys and girls begin planning ways to earn their membership fee, they should study their community and find the ways which are within their abilities and which give them the satisfaction of learning and being helpful at the same time they are earning. The following suggestions may guide the teacher and pupils in making plans to earn the membership fee:

1. Make craft work from native materials to sell. This may be a pad on which to set hot dishes or it may be a dish lifter which protects the hands from being burned. It may be candle sticks made out of cans, lanterns, broken needle cases made out of match boxes, small toys, dolls, and other articles which are easy for children to make and which will have sales value.

In making these items teachers and children may wish to visit a nearby factory to learn all they can about their community industries. This will make an interesting lesson in school classes.

2. Repair bicycles.
3. Deliver newspapers.
4. Help gather vegetables.

5. Weed vegetable or flower gardens.
6. Sell fish.

HOW WILL THE MEMBERSHIP FEE BE SPENT?

All membership fees will be used to publish a Junior Red Cross magazine when National Headquarters has the facilities for publishing it. The magazine will be an organ through which Junior Red Cross members may speak and learn more about their organization and which teachers may use as excellent reference material in their classroom work.

The magazine will not be a subscription magazine. It will be distributed to all membership groups on basis of one to a classroom registration. It will not be distributed to non-members.

HOW LONG DOES A MEMBERSHIP IN JUNIOR RED CROSS LAST?

A Junior Membership registration campaign shall be held every year in April. This may mean that a class group has registered as members of Junior Red Cross this year, but they may elect not to register as members the next year; however, if they wish to continue as members they must register again and receive new badges.

WHAT DO JUNIOR RED CROSS MEMBERS DO?

A. First Step.)

After the teacher and pupils have discussed the Junior Red Cross and have decided to become members, they learn about the pledge which each member takes when the class group registers. Each class member is officially recognized as a member of Junior Red Cross when the pledge is taken and when he writes his name on the membership certificate which may be placed in a prominent place on the wall in the classroom. Now the member is ready to wear the Junior Red Cross badge. The emblem of Red Cross is assured by the Red Cross International Convention and its abuses are forbidden. When a member of the Junior Red Cross wears this emblem, he must not treat it as a simple badge but keep in his mind that this emblem is a symbol of humanitarianism not only internationally, but also in every community in the country.

B. Second Step)

Junior Red Cross members around the world pledge themselves to Service. They learn to keep healthy and strong so that they may serve their community, their nation and the world. The services that Junior Red Cross members may do are as follows:

1. Community Service.

- a. Send flowers to sick patients in the hospital.
- b. Study in the social studies classes ways they may serve at home, in the school, and in the community. Then make plans to put into action the ways which they have found to serve.

c. Plan campaign - "Keep Public Places Clean and Attractive."

(1) In Social Studies class study the condition of the public places in the village. What is a public place? Why are they dirty? Are they unattractive? If so, why? What can we Junior Red Cross members do to improve the situation?

(2) In language classes boys and girls may prepare speeches which they may give to public group meetings. These speeches should contain information which they have learned in Social Studies class about Public Places in their village.

(3) Posters may be made in their classroom work to be posted in appropriate places in the city to remind people to do those things which will make the public places clean and attractive.

(4) Letters may be written in language classes to the parents and to the leaders of all organizations and to the business men of the community explaining the campaign and asking them to support and cooperate with the movement. Specific suggestions may be made in the letter as to how they can cooperate.

(5) Plan a School Assembly Program stressing importance of campaign.

(6) School groups may personally interview village government officials and work out plans with them to keep public places clean and attractive.

(Junior Red Cross members should not feel responsibility of doing the labor for keeping public places clean. Their duty should be to help educate people of community to respect public places and to form habits which will take better care of them.)

d. Each Junior Red Cross group should practice the simple rules of personal hygiene:

- (1) Get plenty of outdoor exercise and sunshine.
- (2) Keep body clean by taking a bath or washing every day.
- (3) Sleep at least ten hours every night.
- (4) Eat balanced meals. Eat fruit and vegetables with fish and rice and other main dishes.
- (5) Chew food well so that it will be easily digested.
- (6) Use good manners when eating.

e. Grow vegetable gardens at home and at school.

f. Help in the hot lunch program in the schools. Promote the proper ideas for balanced meal. Encourage all boys and girls to eat properly.

g. Promote safety programs. Plan a safety campaign. Learn safety rules for crossing streets, walking down the road, riding bicycles, building fires, throwing away rubbish, and other hazards which cause accidents.

2. National Service

Junior Red Cross members should be interested in the welfare of New Japan. They should always be ready to give a helping hand and to learn more about their responsibility to the community. They are citizens today learning how to be better citizens tomorrow. They may engage in following National Junior Red Cross activities.

a. Inter-Country School Correspondence. (See "how to prepare a School Album for Exchange with another School" which can be secured from your Chapter Junior Red Cross leaders.)

b. Serve Red Cross Hospital.

~~(1) Make vases.~~

(2) Make toys for children patients.

(3) Prepare poem sheets for patients to read and enjoy.

(4) Make posters and wall hangings and decorations which both children and adults will enjoy.

(5) Make games which patients can enjoy.

(6) Make picture books for child patients.

3. World Service :

Junior Red Cross members should become enlightened about the world. The realization of a peaceful world depends upon how much we know and understand about other people. The only activity that Japanese Junior Red Cross can offer in this Service is the School Correspondence Album Exchange. Contact your Chapter Junior Red Cross leader for the bulletin which explains how to prepare the album for exchange with a school group in another country.

HOW IS JUNIOR RED CROSS ORGANIZED IN A SCHOOL?

A. First Step

After all pupils in one class room have been registered and a pledge has been made by each member, then a sub-corps may be organized and be officially recognized.

The next thing to be done by the sub-corps is to create an organization by electing officers. There should be a Chairman who represents the sub-corps and presides over its meetings. A Vice-Chairman and a Secretary should be elected, too.

A teacher in charge of the class room shall guide the sub-corps and its members in their activities and shall take responsibility for keeping the group's activities consistent with the educational objectives. He should, insofar as possible, use the activities, including the organization activity, as a teaching tool. The activities should provide opportunities for children to practice what they are being taught.

(Certain parliamentary rules should be followed in setting up an organization and electing officers. The Junior Red Cross should follow that procedure which is recommended by the Ministry of Education.)

B. Second Step

On organization of over two sub-corps in a school, a Junior Red Cross Corps for the entire registered membership may be organized. This may be done so that each sub-corps may coordinate its activities with the other sub-corps of the school.

To organize the School Junior Red Cross several representatives from each sub-corps should be named by each group to represent them in the School Corps. The number of representatives chosen from each sub-corps may depend upon the size of the school or the number of registered groups. There should be a small group represented on this Corps because too large a group makes it more difficult to do good planning. After representatives from each sub-corps have been named, they should meet and elect their officers, chairman, vice-chairman and secretary. The school principal should name one of the teachers as teacher-guide for the School Corps.

The responsibility of the School Junior Red Cross Corps is to plan activities for the Junior Red Cross. They are a planning group and they provide opportunities for entire Junior Red Cross membership to participate in service projects. After the Corps makes plans each representative returns to respective sub-corps group and informs the membership about the plans. The sub-corps membership has the privilege of deciding how much of the plan or plans they wish to undertake.

The Corps and sub-corps may appoint as many committees as the circumstances may demand. For example, a health committee and a publicity committee may be essential to the success of the program. If so, they should be appointed.

It is important to remember that this is a youth organization and the boys and girls should have the privilege of being the officers and leaders. These boy and girl officers and leaders should alternate. This organization helps to develop leaders and teachers should make arrangements that as many boys and girls as possible during a year's time should have an opportunity to serve as leaders. Teachers and school authorities serve as guides. They should stay in the background except when circumstances demand positive action on their part.

WHAT SHALL BE THE NAME OF THE JUNIOR RED CROSS CORPS AND SUB-CORPS?

Any corps when organized and officially recognized shall have the same name of the school in which it was formed. For instance, the Junior Red Cross Corps consisting of the pupils in Akasaka Primary School shall be called Akasaka Primary Junior Red Cross Corps, the lower middle school shall be called the Akasaka Lower Middle School Junior Red Cross Corps, and the higher middle school shall be called the Akasaka Higher Middle School Junior Red Cross Corps.

The sub-corps shall be designated by a number such as First Sub-Corps of Akasaka Primary Junior Red Cross Corps.

HOW IS JUNIOR RED CROSS RELATED TO THE SCHOOL CURRICULUM?

The Junior Red Cross program calls for a variety of activities which, if properly used, should vitalize knowledge and skills and help develop character, health, and citizenship. Properly integrated, therefore, with the school curriculum, these activities should supplement the efforts of the government to achieve its educational objectives as set forth in the Constitution of Japan.

In order to realize these objectives to the fullest extent, it is important to keep in mind that the pupils will grow and develop in proportion to their participation in the projects that are suggested. For this reason those in position of leadership in Junior Red Cross work should keep the following questions always in mind:

1. In what home and community activities may Junior Red Cross members properly engage which will help develop in them better understanding and a more responsible attitude toward home and community needs?
2. How may the production of articles and the promotion of services for children's institutions, Red Cross hospitals, and similar institutions lead the pupils to greater interest in productive work and to a growing realization of the value of their contribution toward the welfare of others less fortunate than they?
3. How can participation in the International School Correspondence lead to a better understanding of other people and to an increase of friendliness from which a better international relationship may eventually develop?
4. How may one develop in the pupils a sense of responsibility in membership in the Junior Red Cross, and correspondingly in their homes and community?
5. How may the Junior Red Cross program add interest and meaning to school work and help promote greater and more enduring satisfaction, broader understanding, and deeper sympathies in the members?

The Junior Red Cross projects should be suitable to the pupils of every class and subject. Any one class should, however, engage in those activities which are most suitable to the skill, interest, welfare and understanding of the pupils, and which will contribute most to their social growth and development.

Each school should be well informed at the beginning of each school year as to all program possibilities - local, national and international. The school is then free to choose those activities which have the greatest possible educational usefulness to its pupils. The school may initiate activities which are both good Junior Red Cross and good education. The chapter Junior Red Cross program is the sum of all Junior Red Cross activities in all the schools.

15 April 1948

TO: All Chapter Directors
FROM: President
SUBJECT: Alteration of Junior Red Cross Group System.

The alteration of the Junior Red Cross Group system, of which you are already informed, shall be started from May, 1948, according to the following program. You are requested to make every possible effort for the permeation of the object of the new system among the existing groups so as to attain the purpose of the alteration.

PROGRAM OF THE ALTERATION
OF THE JUNIOR RED CROSS GROUP SYSTEM

1. Time of transition to the New System.

a. Period of Preparation.

From April to June 1948. During this period, Group members shall discuss the advisability of new Group and carry on campaign to obtain enrollment fee.

b. Period of Enrollment.

May and June 1948. During these two months, necessary procedure for enrollment shall be taken and Enrollment Ceremony shall be performed.

c. Period of Delay.

Those Groups which cannot be altered to the new system during the above-mentioned period shall be permitted to exist as it is until the end of 1948 and thereafter shall be dissolved automatically. New Groups shall be enrolled even after June.

When money for membership fee is received at National Headquarters two months prior to closing of present school year, the fee will be accredited to the respective school's membership for the following school year.

2. Enrollment Procedure in the New System.

a. Receipt of Application.

When a Chapter receives from a Group application forms for enrollment, it shall keep one and send the other to the National Headquarters with enrollment fee.

b. Transmittal of Enrollment Fee.

When Enrollment Fees are transmitted to the National Headquarters, a statement mentioning the name of Group and the number of its members shall be attached thereto.

c. Dispatch of Badge and Enrollment Certificate.

The National Headquarters, in exchange for enrollment fee, shall deliver Membership Badges and Enrollment Certificates to the Chapter which shall transmit them to each Group. In the year 1948, as the pre-estimate of the number of enrollment is impossible, the delivery shall be done in the above-mentioned method, but in the following years, the National Headquarters shall send beforehand a

certain number of Badges and Certificates to Chapters to the effect that they shall be delivered simultaneously with the receipt of applications.

3. Abolition of Old Regulations

The Regulations governing the Japanese Junior Red Cross, the Regulations of Group belonging to the J.J.R.C., Rules for Enrollment of the J.J.R.C. Group which were hitherto effective shall be abolished.

Hereafter, Groups shall not frame their own regulations, and shall be established and managed in accordance with the rules prescribed in the "Handbook." There shall not be any Association of Groups.

4. Notice of Alteration to the Groups.

To notify the existing groups under your jurisdiction of the alteration to the new system, you shall send to them Advice Note (Attachment I), Essentials of the Alteration to the New System of the Japanese Junior Red Cross Groups (Attachment II) and Application Form for Enrollment (Attachment III), which shall be prepared in your Chapter, together with the "Junior Red Cross Handbook." Other papers deemed necessary shall be added. Each Group shall receive two Application Forms.

5. Policy of Permeation of the New System.

From the view-point of their nature, the new Groups should not be enrolled in great number from the beginning. Their establishment should be encouraged but not in a hurry; new Groups should be established on the own initiative of boys and girls with teacher guidance.

Attachment 1.

TO: All Chairmen of the Japanese Junior Red Cross Group.
FROM: Chapter Director.
SUBJECT: Alteration of the Japanese Junior Red Cross Group System.

In compliance with the line of educational reform of the country and through the assistance of the Education Section, GHQ, SCAP, the Japanese Red Cross Society has determined to alter the Junior Red Cross Group System according to the "Junior Red Cross Handbook" enclosed herewith, starting from coming June.

The new system shall require, on the part of leaders, much trouble but it is our sincere desire that you should make every possible effort with the thorough understanding of the object of the alteration.

As your preparations for the establishment of new Groups goes on, many questions shall be raised, and as we are willing to answer any of them, they should be advanced to us without restraint. It is hoped that the alteration should be carried out with your understanding of its object and, needless to say, on the own initiative of the members; therefore, one or more classes in a school may be organized as a new Group.

Attachment II.

Essentials of the Alteration to the New System of the Japanese Junior Red Cross Group

1. Time of Transition to the New System.

(Contents are same with the previous "Program of the Alteration" addressed to Chapter Directors from the President.)

2. Enrollment Procedure in the New System.

a. Enrollment Procedure.

When the establishment of a Group is fixed in accordance with the principles in the "Handbook", two Application Forms shall be filled up and submitted to the Local Chapter together with the Enrollment fee.

b. Delivery of Badges and Signature-list.

At the receipt of Application Forms, the Chapter shall deliver to the Group Membership Badges, Signature-List (See "Handbook") and Enrollment Certificates. The Group, then, shall hold the Enrollment Ceremony.

3. Abolition of the "Regulations of Group belonging to the Japanese Junior Red Cross".

"The Regulations of Group" shall be abolished and, hereafter, such regulations shall not be established: the Group shall be organized and managed only in accordance with the principles in the "Handbook."

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TO: All Chapters

26 April 48

FROM: Mr. Tadatsugu Shimadzu, President, Japanese Red Cross

SUBJECT: Introduction to Handbook on Volunteer Services

All chapters have received information relative to the organization of the Japanese Red Cross Volunteer Service Program. The new plan for this program was introduced, in summary form, to the chapter directors in a meeting at Headquarters on February 22, 1948. At this time the chapter directors were instructed to disregard the instructions which were issued in September, 1947, regarding the formation of Volunteer Service Groups.

The first part of this handbook will be devoted to explanation and instructions concerning the organization of the new plan for the Volunteer Service program. Due to the newness of this service in our organization, it will be important for the chapters and Headquarters to work in close coordination during the development and growth of Volunteer Services.

Every chapter has completed the questionnaire survey relating to the needs of the prefectural community, and from a study of the survey, plans are being made by National Headquarters staff, and the Headquarters Volunteer Service Committee for projects to be undertaken. The Headquarters officials are also using the survey findings to determine the areas of service in which Red Cross volunteers can be most effective.

In order for you to be informed of all of the organization, and as a means of keeping you informed regularly of current developments, you will receive from the Headquarters Volunteer Service Section "Information Letters" numbered consecutively, which will compose your Volunteer Services Handbook. You are requested to keep these letters in a special file to be used for guidance and reference. This series of letters will be referred to as the Volunteer Services Handbook.

Attached is the first Information Letter which will give you a detailed explanation of the administrative organization, and a chart outlining the organization of Volunteer Services. The additional letters will pertain to the basic and fundamental principles of a Volunteer Service and specific instructions regarding further development of the Volunteer Service program.

Also attached is an index of the letters, and as you receive additional letters, these should be added by name and number to the index.

We want you to know that your National Headquarters is anxious to give you all assistance possible and we are also depending upon you, in the chapters, to help us, not only by organizing your own Volunteer Workers, but in bringing to us suggestions and new ideas that will help us in making the Japanese Red Cross an agency to serve the people of Japan.

VOLUNTEER SERVICE INFORMATION LETTER NO. I

TO: All Chapters

FROM: Mr. Tadatsugu Shimadzu, President, Japanese Red Cross

SUBJECT: GENERAL PLAN OF JAPANESE RED CROSS VOLUNTEER SERVICES

Introduction

In order to include in the handbook, information on the organization of the Volunteer Service program, we will re-state, in detail, the information given to all chapter directors on February 22, 1948, at National Headquarters. It is to be noted that the information presented here is more specific and an attempt has been made to adapt the general plan so that it can be applied to all local situations. From time to time there may be changes in these instructions as the program develops, and every effort will be made to keep you informed regarding the reasons and necessity for such changes. We are anxious to keep the regulations and plans for Volunteer Services as simple as possible to allow the program to meet the variety of needs which may become the responsibility of the Japanese Red Cross.

Even though there must be some organization for the administration of the Volunteer Services program, you must always remember that this service is an integral part of the Japanese Red Cross. The Volunteer Services, as such, have no power to formulate policies and regulations independent of Chapters and Headquarters. The Volunteer Service program must be considered only as another part of the entire Japanese Red Cross organization. This program is similar in organization to those of Junior Red Cross, Home Nursing, Disaster Relief, Medical Service and First Aid & Water Safety, and any other additional service established by the Red Cross to meet community needs. Only through the constant cooperation of our volunteer workers and the continuous coordination of our service programs will we be successful in fulfilling our basic obligation of "serving for the common good of all".

I. PURPOSE

The purpose of the Volunteer Services program is to maintain in every Red Cross Chapter, its branches and sub-branches, volunteers who are trained for prompt and efficient service in activities for the promotion of the public health and welfare of the community. The Volunteer Services Section will be responsible for planning special Volunteer projects and for recruiting, training, assigning and supervising Volunteer workers.

II. MEMBERSHIP

Membership in the Red Cross Volunteer Services will be opened to all adult Japanese citizens. (Boys and girls in elementary, lower middle or high school participate in Red Cross membership in their respective schools through Junior Red Red Cross.) There will be no special or additional fee for membership in Red Cross Volunteer Service program.

III. ORGANIZATION AT NATIONAL HEADQUARTERS

There will be a Division Chief of Volunteer Services and a Section Head who will be responsible for the National administration of this program. Both of these persons will be paid employees of the National staff. As the program develops, there may be three branch heads, with one designated as head of Men's Branch, one head of Women's Branch and one head of University Branch. These three will also be paid staff members and have administrative duties as determined by the Division Chief.

Since the Japanese Red Cross expects the Volunteer Service program to draw its real strength from the people of Japan, who will contribute voluntary service, it is most important that the people of Japan have a representation at every administrative level in the form of Volunteer Advisory Committees. A Volunteer Services National Chairman will be appointed by the President of the Japanese Red Cross, and confirmed by the Board of Directors. This National Volunteer Service Chairman, and the President of the Japanese Red Cross, will select three Vice-Chairman to assist. Eventually, when three branches are established, the Men's, Women's and University, one Vice-Chairman may be assigned to each of these. The appointment of these three Vice-Chairmen will also be confirmed by the Board of Directors. The President of the Society, on the advice of the National Volunteer Service Chairman and the three Vice-Chairmen, the Vice-Presidents, the Division and Section heads, will appoint a National Advisory Committee for Volunteer Services whose membership will be drawn from every prefecture in Japan with each Volunteer Chairman of the prefectural Volunteer Service Committee serving on the National Committee and also an additional number of persons from the six regions and the area near National Headquarters.

The final size of this committee will be announced at a later date, but the membership will include at least 58 members, providing for one member from each prefecture and 12 members from various sections of Japan and the area near Headquarters. (It may be necessary to begin the committee with a small group acting as a nucleus, since early planning will necessitate frequent meetings and travel from long distances would be too difficult for members to come in frequently. It is anticipated that a small Volunteer Service Executive Committee will be established with its membership drawn from the National Volunteer Service Committee, and the National Committee would be kept informed by minutes of the Executive Committee meetings. At least once a year there should be a meeting of the National Committee.

All policies and plans relating to the Volunteer Services program will be brought to the attention of the National Committee. The President and Vice-President of the Japanese Red Cross, as well as the Division and Section heads will be considered ex-officio members of the National Advisory Committee. The Section Head and his staff will be responsible for the administration of the programs planned and developed with the advice and consultation of the committee.

A. DUTIES OF THE NATIONAL ADVISORY COMMITTEE FOR VOLUNTEER SERVICES

1. To survey needs for Volunteer projects.
2. To make recommendations regarding these specific fields in which Volunteer projects will operate.
3. To assist and advise in securing clearance, at Headquarters level, with government agencies and other organizations when Volunteer programs of the Japanese Red Cross supplement an already established institution, agency or operation.
4. To assist and advise in outlining plans for chapters to use in developing projects and recruiting, training, assigning and supervising Volunteer workers.
5. To study Chapter reports on current and potential Volunteer projects and to make recommendations regarding same.
6. To advise concerning the establishment of plans for Chapters to report statistics, such as number of projects, number of Volunteers, number of hours of service, etc.
7. To recommend a system of awards for Volunteer Service.
8. To recommend regulations for wearing of Volunteer uniforms, pins, badges, etc.
9. To assist in compiling material and subject matter to be used in the handbook as the Volunteer Service program develops.
10. To assist in planning and to participate in Volunteer Service training courses.
11. To study, devise and recommend publicity programs and to participate in same. (This responsibility would be coordinated with the Japanese Red Cross Publicity Section.)
12. To establish time of meetings and to define length of membership on the National Committee, as well as determining means of obtaining replacement memberships for committee members.

IV. ORGANIZATION AT PREFECTURAL CHAPTER LEVEL

A. Chapter Headquarters

1. Paid Volunteer Service Worker.
The Chapter President with the advice of the Chapter Director will appoint a paid chapter worker who will be responsible for Volunteer Services. (Many chapters already have such a person designated.)
2. Volunteer Chairman of Prefectural Volunteer Service Advisory Committee.
The Chapter President, with the advice of the Chapter Director and paid chapter worker will then appoint a prefectural chapter Volunteer Service Chairman, whose appointment will be confirmed by the chapter Board of Councilors. This Chairman will serve as the head of the prefectural chapter committee.
3. Prefectural Chapter Volunteer Service Committee.
The membership of this committee will be drawn from every branch in the prefecture and the Branch Heads will be requested by the Chapter Director to appoint a community leader to represent the branch on the prefectural chapter committee. This same person will also act as chairman of the branch committee. Therefore, the membership of the committee would be determined by the number of branches within the chapter jurisdiction.

V. ORGANIZATION AT BRANCH AND SUB-BRANCH LEVELS

(Explanation: Due to the different types of branches which exist, it will be necessary to discuss separately the organization within each type as follows: (A.) Local office branches. (B.) City branches. (C.) City branch headquarters in five large cities. (D.) Branches in Tokyo-To Area.

A. Local Office Branches

1. Branch Volunteer Service Chairman.
As indicated above, the Branch Head will appoint a person to serve on the prefectural committee and by reason of this appointment, the same person will serve as Branch Chairman.
2. Volunteer Service Branch Committee Membership.
The Branch Committee membership will be drawn from the Sub-Branch areas and the Sub-Branch Head will be requested by the Branch Head to appoint a leader to represent the Sub-Branch on the Branch Committee. This same person will also act as Chairman of the Sub-Branch Committee.

3. Sub-Branch Volunteer Service Committee Chairman.
As indicated immediately above, the Sub-Branch Committee Chairman will, by reason of his position on the Branch Committee, act as Chairman of the Sub-Branch Committee.
4. Sub-Branch Volunteer Service Committee Membership.
The Sub-Branch Committee membership will be drawn from representative citizens in the various sections of the Sub-Branch area and these persons will serve in their immediate neighborhoods and communities as Red Cross Volunteer Service Representatives.
5. Volunteer Service Representatives.
The Red Cross Volunteer Service Representatives will be selected by the Sub-Branch Chairman and will have the responsibility for the operation of Volunteer Service projects within their immediate neighborhood or community. The Volunteer Service Representative shall appoint a person to take charge of each Volunteer Service project and these persons will be referred to as Volunteer Service Unit Leaders. The Volunteer Service Unit Leaders will have very important positions as the development and actual operation of Volunteer projects will depend on these persons.

B. City Branches

Cities designated as branches do not have Sub-Branch divisions. In such cities Cho Sub-Committees will be used. When a city is designated as a Branch, its Branch Committee will draw its membership from every Cho in the city area. The Branch Head will appoint a volunteer leader to represent each Cho area on the Branch Committee. This same person will act as Chairman of the Cho Sub-Committee. The Cho Sub-Committee will draw its membership from various sections of the Cho area and these persons, who will be known as Red Cross Volunteer Service Representatives, will be responsible for projects within their particular section and they will appoint within the section Volunteer Service Unit Leaders to be in charge of projects. Let us emphasize again the importance of the Volunteer Service Unit Leaders as the development and actual operation of projects will depend on these persons.

C. City Branch Headquarters in Five Large Cities.

The five large cities are Kyoto, Osaka, Nagoya, Yokohama and Kobe. These five cities have a Branch Headquarters and Branch Offices in all Wards. (Kyoto City has not yet established a Branch Headquarters, but this will be done as soon as possible.) The Branch Headquarters' Committee will draw its membership from each of the Branch Office areas. The person serving from the Branch Office area on the Branch Headquarters' Committee will act as Chairman of the Branch Office Committee. The Branch Office Committee will draw its membership from every Cho within

its area and the Cho representative on this committee will act as the Chairman of the Cho Sub-Committee. The Cho Sub-Committee will draw its members from the various sections of the Cho area and these persons, who will be known as Red Cross Volunteer Service Representatives, will be responsible for projects within their particular section and will appoint Unit Leaders to be in charge of each project. The importance of the Unit Leaders must be emphasized constantly for these persons have great responsibility in developing and supervising the projects.

D. Branches in the Tokyo-To Area.

Due to the unique governmental organization of the Tokyo-To area, a combination of the above plans will be used. The Chapter Volunteer Service Committee will draw its membership from every branch in the area. The Branch Heads will be requested to appoint a Volunteer Service Chairman who will serve as a member of the Chapter Committee and as the chairman of the Branch Volunteer Service Committee. In the Tokyo-To Area there will be three types of branches: Local Office Branches, City Branches and Ward Branches. Volunteer Service Committees within these branch areas will be developed according to the aforementioned plans.

E. Summation.

(See attached V.S. Chart #1 entitled National Organization Chart for Administration of Japanese Red Cross Services (Including Details of Volunteer Service Organization)". The aforementioned explanation relates directly to this chart. Other services in which there is volunteer participation are also shown and in the development of those services the same general administrative plan will be followed at the various levels. However, each service will make necessary adaptation in accordance with the needs of the particular programs.)

It must be kept in mind that this administrative and organizational plan has been drawn up with the long-time objectives of Volunteer Service organization in mind and that the full plan may not be possible of realization for some time. It is expected that the plan will be administered in such a manner as to allow committees of various Branches, Sub-Branchees, and Chos to cooperate in carrying out joint projects as there will not be a need for projects in every section of a Sub-Branch or Cho area. However, this plan has been set up to cover every community in Japan where there is a need for Red Cross Volunteer workers.

VI. DUTIES OF VOLUNTEER SERVICE COMMITTEES
IN THE PREFECTURAL CHAPTER ORGANIZATION

A. Volunteer Service Prefectural Chapter Committee.

1. To survey needs for Volunteer projects in the prefecture.

2. To make recommendations regarding areas in which projects of Volunteers will be most effective in the prefecture. (This will be in accordance with decisions and recommendations from National Headquarters.)
3. To assist and advise in securing clearance, at prefectural level, with government agencies and other organizations when Volunteer programs of the Japanese Red Cross supplement an already established institution, agency or operation.
4. To assist and advise in outlining plans for the Chapter, Branches and Sub-Branchees. (This will be the local and specific application of plans recommended by National Headquarters.)
5. To study Chapter reports on current and potential Volunteer projects and to make recommendations regarding same.
6. To advise concerning the establishment of plans for Branches and Sub-Branchees to report statistics, such as number of projects, number of Volunteers, number of hours of service, etc.
7. To recommend, in detail, a specific system of awards for Volunteer Service in relation to general recommendations from National Headquarters, and to plan presentation ceremonies, etc.
8. To recommend regulations concerning wearing of Volunteer uniforms, pins, badges, etc. in accordance with general recommendations from National Headquarters.
9. To recommend and confer with Section Head (Through Chapter Director) at National Headquarters concerning changes in policy, new developments, and to be continuously aware of the necessity of contacting National Headquarters when their help is needed.
10. To assist in planning and to participate in Volunteer Service training courses, both on the Chapter level and continuing with this responsibility at the Branch level.
11. To study, devise and recommend publicity programs and to participate in same in accordance with recommendations from National Headquarters and in coordination with the Chapter publicity head.
12. To establish time of meetings and to define length of membership on the Chapter, Branch, Sub-Branch and Sub-Committees, as well as determining means of obtaining replacement memberships for committee members.

B. Volunteer Service Branch Committee.

It has been clearly stated previously that the Volunteer Service Committee Branch Chairman is also a member of the prefectural Chapter Committee, and through this membership, the Branch Chairman will receive sufficient training and information to inform and train the members of the Branch Committee. It will be the Branch Chairman's responsibility to develop his committee membership so that each one of them will be capable of performing his job as Chairman of a Sub-Branch Committee or Cho Sub-Committee.

It is extremely important to develop a strong Branch Volunteer Service Committee and because of the importance of this unit it is necessary that the Chairman be a well-qualified leader. At the National and Chapter Headquarters there are paid staff members responsible for the program but at the Branch levels there is no paid staff. Consequently the Branch Volunteer Service Chairman must assume administrative responsibility in assisting the Branch Head to promote the Volunteer Service program in each of the Branch areas.

All of the organization plan discussed up to this point is a means to provide the necessary information and instructions to Red Cross representatives in their local communities where Volunteer projects will be operating to meet the needs of the people. It is the people of Japan that the Japanese Red Cross wishes to serve. More specific information will be included in additional Information Letters which will give to the Chapter, the Branch, the Sub-Branch and the Sub-Cho Committee Chairmen detailed instructions which will help them in starting Volunteer projects - including the actual operation of specific projects and the duties of Volunteer Service Representatives and the Unit Leaders.

It is recognized by headquarters officials that Red Cross workers in the local communities are the most important people in the entire Red Cross organization and with their cooperation the plan for extension of Red Cross Services to the people cannot fail.

JAPANESE NATIONAL RED CROSS
TOKYO, JAPAN

DR LETTER NO. 1.

May 5, 1948

TO: All Chapters

FROM: Mr. Tadatsugu Shimadzu, President, Japanese Red Cross

SUBJECT: INTRODUCTION TO JAPANESE RED CROSS DISASTER HANDBOOK

All chapters have received information regarding the Disaster Relief Program since the National Disaster Relief Law was passed October 18, 1947. Now that the Welfare Ministry and the Japanese Red Cross Society at National Headquarters have come to a clear understanding of the Law, known as Law No. 118, and the Cabinet Ordinance Order No. 225, and the Japanese Red Cross and the Welfare Ministry having entered into an agreement as to the role Japanese Red Cross will play in time of disaster, it is necessary for the headquarters to issue new instructions to the Chapters. Many of the instructions issued to the Chapters previous to this date are now obsolete; some of the instructions, however, in part, are correct, but in order that there will be no misunderstanding it is deemed desirable to issue completely new instructions. Therefore, from this date all previous instructions are declared void.

As defined by the National Disaster Relief Law the Japanese Red Cross has two specific roles to play during the time of a disaster. First, Medical and Midwife Care, and second, coordination of the work of all non-governmental agencies. It must be clearly understood that the Japanese Red Cross will operate in time of disaster only as its responsibilities are defined by law. While it will be the responsibility of the Prefectural Chapters to develop individual plans for the definition of their activities in time of disaster and to integrate such plans with the Prefectural Government's master disaster plan, it must be borne in mind that the Japanese National Red Cross is responsible under the Law and its agreement with the Welfare Ministry for developing and carrying out a national plan and program of uniform disaster service as it pertains to the Red Cross. Since the type of work that the Japanese Red Cross will do, in part, is new to the organization it will, thus, be necessary for the National Headquarters to issue clear-cut instructions and regulations by which the Chapters will carry out their specific responsibilities in any disaster.

This letter is to be considered as the first of a series of Instructional Letters which will comprise the "Japanese Red Cross Disaster Handbook." These letters will keep you regularly informed of current developments in the Disaster Relief Program and the relationship of Red Cross to the National Disaster Relief Plan and will contain instructions necessary for the direction and administration of Chapter Disaster activities.

These letters are to be kept in a special file for ready reference and to be used as the guide in organizing and putting into operation the Chapter Disaster Relief program. This series of letters

will be referred to as the "Japanese Red Cross Disaster Handbook." The letters will carry a code number - "DR Letter No. ____". This is the first in this series of letters and you will note that it is headed - SUBJECT: DR Letter No. 1, Introduction to Japanese Red Cross Disaster Handbook. An index of the letters is attached and as you receive additional letters, these are to be added by subject and number of the index. It is imperative that the Chapters keep this file of letters up to date.

Attached to this letter is a copy of the agreement between the Welfare Ministry and the Japanese Red Cross as to the role the Japanese Red Cross will play in times of disaster.

JAPANESE NATIONAL RED CROSS
TOKYO, JAPAN

DR LETTER NO. 2.

May 5, 1948

TO: All Chapters

FROM: Mr. Tadatsugu Shimadzu, President, Japanese Red Cross

SUBJECT: JAPANESE NATIONAL RED CROSS DISASTER RELIEF ORGANIZATION

The Japanese Red Cross, in conformity with the mission to be fulfilled by it as defined by the National Disaster Relief Law, October 18, 1947 - furnishing Medical Aid, Midwife Care, and coordinating the work of all non-governmental agencies - and in accordance with the international tradition of Red Cross responsibilities for the mitigation of suffering in time of natural calamities, will set up the Red Cross Disaster Relief Organization. The organization will be set up at Japanese Red Cross National Headquarters down through the Chapters, Branches, and Sub-Branches. This work will be in accordance with the agreement between the Japanese Red Cross and the Welfare Ministry, and all instructions coming from the National Headquarters will be according to this basic agreement.

NATIONAL HEADQUARTERS ORGANIZATION

The Board of Directors shall delegate to the Disaster Relief Division of National Red Cross Headquarters the administrative responsibility for effecting a Disaster Relief Program. The Disaster Relief Division shall develop plans and procedures for activating the program.

After the plans, procedures, and policies have been developed they shall be referred back to the Board of Directors by the President of the Society for final approval.

Therefore, at National Headquarters, Disaster Relief is organized under Disaster Relief Division. Disaster Relief will be headed by the President of the Society or a Vice-President and under him will work the Director of the Disaster Relief Division. The President of the Society is also a member of the National Planning Board on Disaster Relief as is set up under Public Law No. 118, therefore, this will make for close coordination of the Red Cross Disaster Program and that of the Government.

The Disaster Relief Division shall be responsible for drawing up the Disaster Relief Program and its duties shall be:

1. Collect information on disaster as related to the Japanese Red Cross.
2. Draw up detailed plans and set policies for the administration of the Red Cross Disaster Relief Program.
3. Draw up organizational plans for the chapters, branches, and sub-branches for the administration and operation of disaster relief activities on a local level.

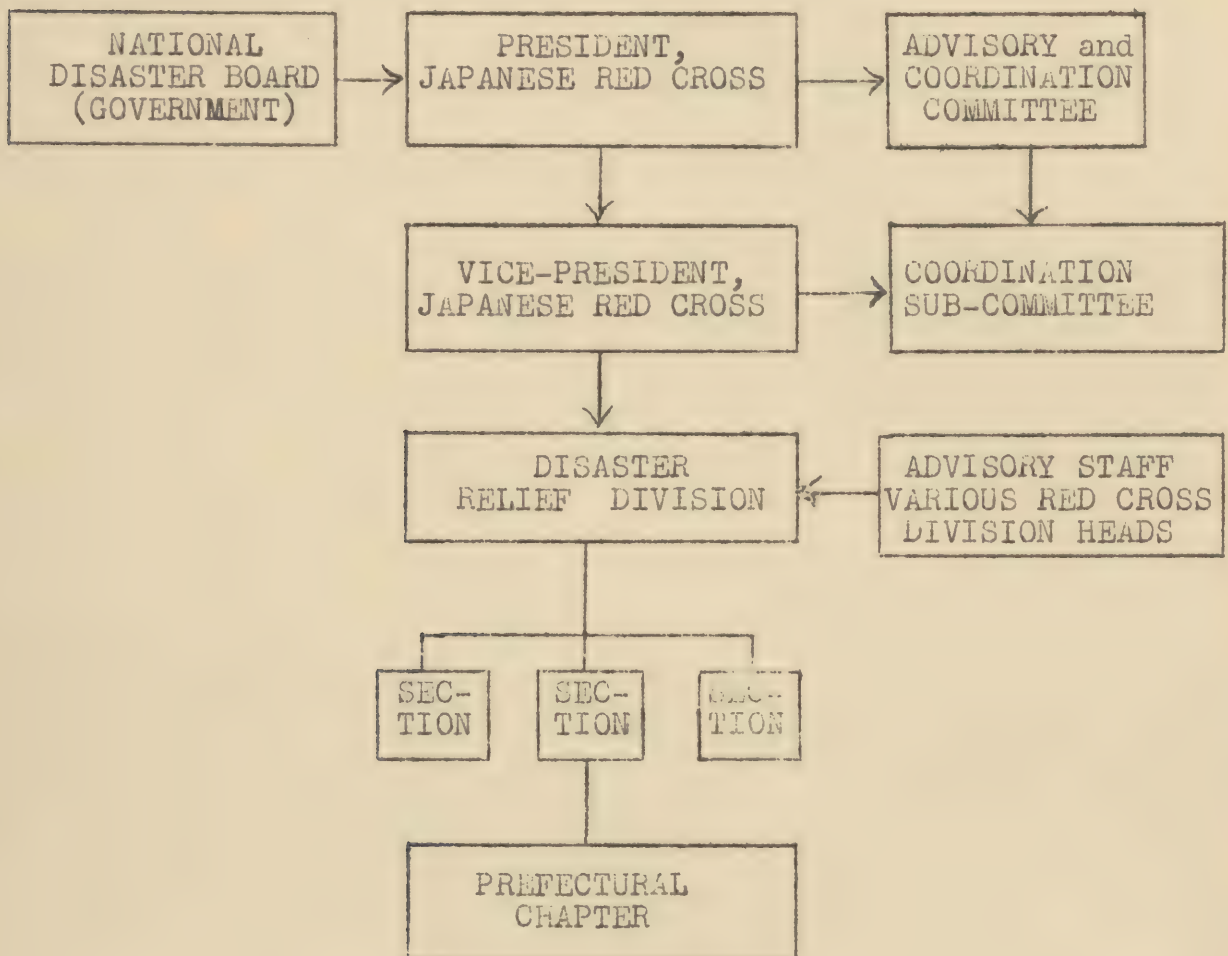
4. Review and approve all plans and agreements made by the chapters.
5. Dispatch workers from National Headquarters when assistance is needed on a local level during disaster.
6. Coordinate all disaster activities with responsible government authorities and maintain liaison with other organizations.
7. Supervise and coordinate the work of all Japanese Red Cross Services in Disaster Work.
8. Develop such National agreements with government and other national non-governmental agencies as are necessary for the implementation of the National Program.
9. Conduct training conferences to train Chapter workers in the operation of the Disaster Relief Program.

ADVISORY AND COORDINATION COMMITTEE

At National Headquarters the Society shall take the initiative in calling together representatives of all non-governmental agencies wishing to assist in a disaster and a representative of the Headquarters will act as chairman of this committee. It will be the duty of this committee to work out plans for the participation of such agencies in time of disaster and in the planning of the program in such a way that the resources of each society will be used and there will be no duplication of effort. There may be other representatives on this committee other than representatives of agencies wishing to take part in the disaster work but prominent and wise citizens who may be of value in advising the Red Cross. If this is true there will be a sub-committee on coordination made up exclusively of representatives of non-governmental agencies taking part in the disaster relief program. See Chart 3 which is included in this letter. Attached to this letter is a copy of the agreement between the Japanese Red Cross and the Welfare Ministry regarding Disaster Relief Work.

CHART 3.

JAPANESE NATIONAL RED CROSS DISASTER RELIEF ORGANIZATION



JAPANESE NATIONAL RED CROSS
TOKYO, JAPAN

DR LETTER NO. 3

May 5, 1948

TO: All Chapters

FROM: Mr. Tadatsugu Shimadzu, President, Japanese Red Cross

SUBJECT: CHAPTER DISASTER RELIEF ORGANIZATION

It will be necessary for each Chapter, Branch and Sub-Branch to have a well organized Disaster Relief plan in order that the Japanese Red Cross can fulfill its obligations to the people of Japan as defined under the National Disaster Relief Law. It must be borne in mind that the Disaster Relief Service is an integral part of the Japanese Red Cross. The Disaster Relief Service on the local level has no power to formulate policies and regulations independent of Chapters and Headquarters. All policies, rules and regulations will be issued by the Headquarters office.

Chapters, Branches and Sub-Branched will make their plans for carrying out the work on a local level, but the Chapter plans must be sent to Headquarters for approval before they can be put into operation, the Branch and Sub-Branch plans must be sent to Chapter for approval. However, if the plans of the Branches and the Sub-Branched do not conform to the plans laid by the Headquarters, they should be sent from the Chapters to the Headquarters for approval. This applies in cases where there is an unusual set up in Chapters or Branches which is not clearly covered in instructions from Headquarters. The rules and regulations of the Japanese Red Cross Disaster Relief Service as they are related to the Welfare Ministry are carefully worked out at Headquarters in close cooperation with the Ministry.

In order for the Japanese Red Cross to carry out its part of the Disaster Relief Program it will be necessary to use many volunteer workers, especially on the local levels where the work is being done, in fact, the greatest amount of the work will be done by Volunteer workers. The Disaster Relief Division of the Chapters and committees of the Branches and Sub-Branched will be responsible for training the volunteer workers for the types of work they will do in time of disaster. The paid workers will also be trained in the same manner. In time of disaster all of the resources of the Chapter will be called into action. It will be necessary for all the chapter services, such as Volunteer Service, First Aid & Water Safety, Junior Red Cross, Home Nursing and Medical and Nursing Service, to work very closely with Disaster Service in time of disaster.

The chapters will set up their administration according to Chart 4, which is included in this letter. (See Chart 4).

As is seen in the Chart 4, the Chapter Disaster Plan must be very closely coordinated with the Prefectural Disaster Board. On the Chapter level there will be an Advisory and Coordination Committee - the same as there is on the National level. The Advisory Committee will be made up of representatives of all non-governmental agencies in the community, or prefecture, who have been active in past disasters and wish to contribute service or supplies in the present plan as is set up under the new law. In the Society's Agreement with the Welfare Ministry it is specifically stated that the Society shall call up a committee in which it shall become chairman and shall form plans for the coordination of all non-government agencies in time of disaster. See Agreement in DR Letter No. 2, Section II, Article (2).

The Red Cross Disaster Relief Plan is an integral part of the Prefectural Disaster Board's over-all plan, and all plans made by the Chapter in fulfilling Red Cross' obligation under the law must be worked out with the Prefectural Board and approved by the Board as a part of the over-all Disaster plan. The Prefectural Disaster Board will not request any disaster services from Red Cross over and above those established by the National Disaster Law and agreed to between Red Cross and the Welfare Ministry.

It is the responsibility of the Chapter Board to see that the directions and plans for a Disaster Relief Program issued from Headquarters are carried out and put into operation. The direct responsibility for the administration and the organization of the program rests on the Director of the Chapter. He is responsible for the disaster relief program the same as he is responsible for any other Red Cross Service in the Chapter. The Chapter Director will delegate to the Disaster Relief Division of the Chapter this responsibility. There will be an advisory staff of the Chapter to work with the Chapter Director and the Disaster Relief Division. This advisory staff will be made up of the heads of the other services in the Chapter, and the Chapter Hospital Directors (Byoin-Cho). The purpose of this advisory staff is to make for closer coordination of all the Chapter services in planning for disaster and for the work in time of disaster.

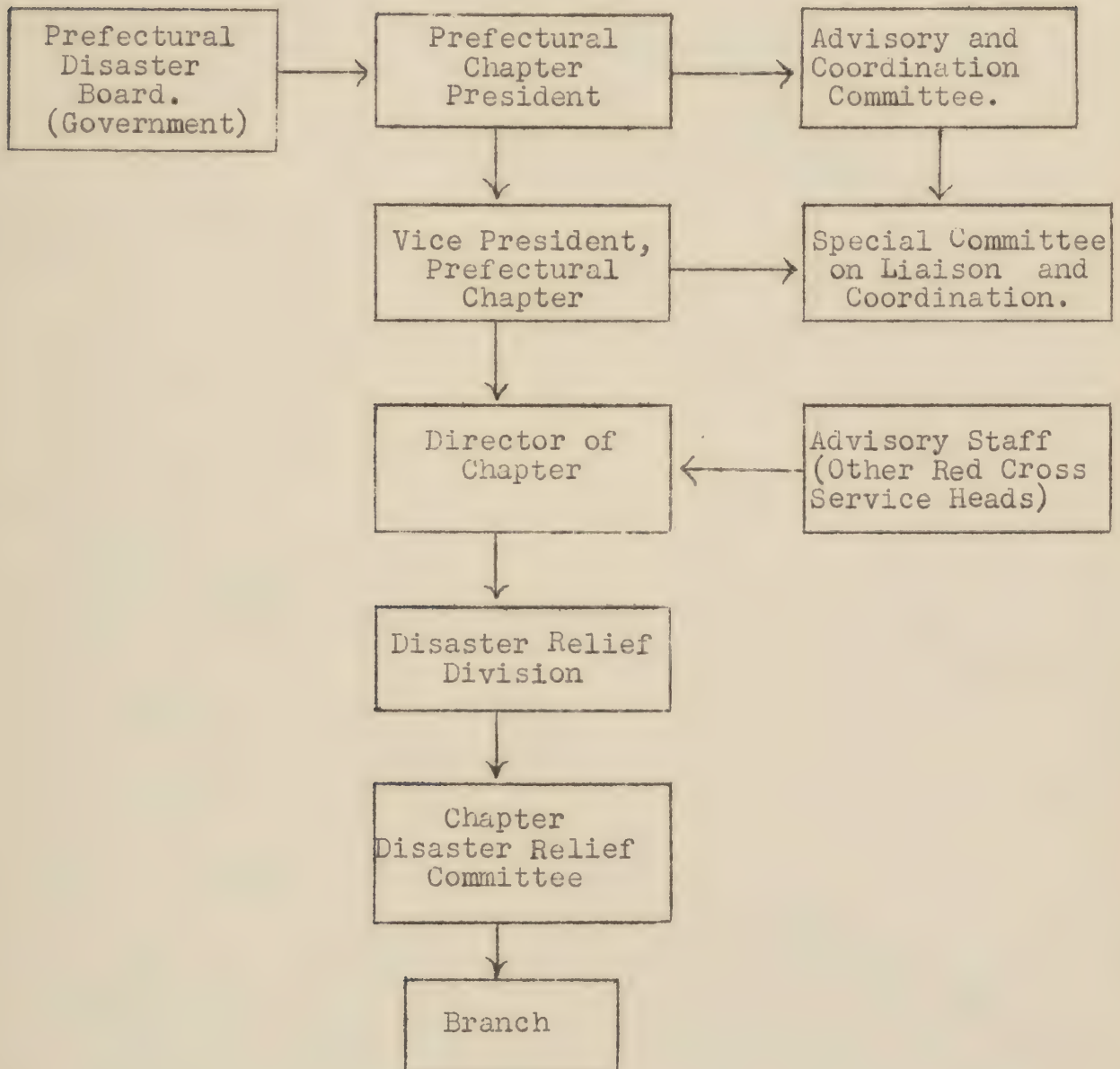
The responsibilities of the Chapter Disaster Relief Division are:

1. Collect information on Disaster on a local level as it is related to the work of the Chapter.
2. Work very closely with the Prefectural Disaster Board and Coordinate all Chapter disaster plans through this board. The Chapter's disaster plans are part of the Board's over-all prefectural disaster plan.
3. Train Chapter workers and Branch committee chairmen in the particular type of work they are to do in time of disaster and keep them currently informed on all information on Disaster Relief as it is released in DR Letters.

4. See that each Branch and Sub-Branch appoints a volunteer Disaster Chairman who will be in charge of the program on a local level. This person should be a well-known community leader and not a government official, but he will coordinate his work and plans through the local government official. It will be his duty to see the operational teams are well organized and trained for it will be these teams who will actually do the work. See Administration Organizational Chart - Chart 2, which is included in this letter.
5. Bring these chairmen from the Branches and Sub-Branched into the Chapter Headquarters and give them a training course on the work to be done in disaster and the type of planning that must be done before the disaster.

CHART 4.

PREFECTURAL CHAPTER DISASTER RELIEF ORGANIZATION



VOLUNTEER SERVICE INFORMATION LETTER NO. III.

TO: All Chapters 30 April 1948
FROM: Mr. Tadatsugu Shimadzu, President, Japanese Red Cross
SUBJECT: PROCEDURE FOR ESTABLISHING AND OPERATING VOLUNTEER SERVICE PROJECTS IN LOCAL COMMUNITIES

I. ESTABLISHING NEED FOR PROJECT

A. Local Community Survey.

The Red Cross Volunteer Service Representatives, under the direction and with the assistance of the Sub-branch or Sub-Cho Volunteer Service Committee Chairmen, will make a survey of the communities which they represent. The general survey already completed by all Chapters should be used as a guide for the local surveys. It is necessary to remember that in making the individual contacts with various institutions and agencies, it is essential for the Red Cross Volunteer Service Representative to acquaint the institutions and agency heads with the purpose of the survey, the desire of the Japanese Red Cross to assist in meeting community needs, and to inform these heads about the new Red Cross Service Programs, namely, the new plan for Junior Red Cross, Home Nursing, Disaster Relief, First Aid & Water Safety, and Volunteer Services.

B. Tabulation of Survey Findings.

The Volunteer Service Representatives should report their findings, in writing, to the Sub-Branch and Sub-Cho Volunteer Service Committee Chairmen.

1. Sub-Branch Committee.

In the Sub-Branch Areas the Committee will have the responsibility for making the decision about projects which will be sponsored. It may be advisable for the Sub-Branch Area to sponsor only a few projects at the beginning of this program, and there should be close cooperation between all of the Volunteer Service Representatives composing the Sub-Branch Committee.

2. Sub-Cho Committee.

In the Sub-Cho Committee area, which will, of course, be in cities, the Sub-Cho Committee Chairman will tabulate the survey data compiled by the Volunteer Service Representatives, and with their recommendations, present it to the Branch Committee. In city areas it will be advisable for the Branch Committee to make the decision regarding the projects which will be sponsored by Red Cross Volunteers.

In the five large cities it will be the Branch Headquarters Committee, with its membership drawn from all Wards, who will make the decision regarding specific projects, or a second plan in the five large cities would be that of having each Branch Office Committee give a decision on specific projects to be sponsored.

All Chapter personnel must be constantly aware of the fact that the Volunteer Service program is an entirely new idea but that it is the only way which the Japanese Red Cross can extend its programs and services to all communities in Japan.

It is expected that projects will develop slowly and it is the best plan to have the program grow in such a manner in order to allow sound planning and the establishment of projects which will provide effective service to communities and also be of personal satisfaction to the Volunteer workers who are contributing their time.

It is not the intent of the Japanese Red Cross to set up a tremendous organization of so-called Volunteer workers who, in theory belong to the Volunteer organization, but have no Volunteer activities in which to engage. The only justification for an organization of Volunteer workers is the existence of one or more specific community needs, and the initiation of active projects is the only way in which to meet these community needs. Through the organization and sponsorship of Volunteer projects, the Japanese Red Cross has an opportunity to serve the people of Japan as never before.

II. SAMPLE PROJECTS

A. Chapter Headquarters Clerical Assistance Project.

In Volunteer Service Information Letters No. I and II, the role of the Chapter Headquarters has been defined as administrative and not operational.

However, with the initiation of the Volunteer Service Program it will be necessary for the Chapter Headquarters to use Clerical Volunteer Workers to assist in preparation of material for the training course for the Chapter Volunteer Service Committee. It is recommended that the Branch Head of the prefectural capital city be asked to appoint a Branch Volunteer Service Chairman, and according to instructions outlined in Volunteer Service Letters No. I and II, committees, Branch and Sub-Cho, be formed. Members of these committees could be given, jointly, a training course by the Chapter Headquarters staff. This should be done in each prefecture and would serve as an experimental project at each Chapter Headquarters, with volunteers working according to schedule. This experimental project will accomplish the following:

1. It will give the Chapter staff experience in conducting a training course prior to the training course for the Chapter Volunteer Service Committee.
2. It will begin an earlier dissemination of information on Red Cross services in the prefectural Chapter cities and thereby assist the City Branch Heads and Branch Volunteer Service Chairmen to expedite the development of projects in the capital cities.
3. It will give the Chapter staff members experience in working with volunteers.
4. It will aid the Chapter staff members in the preparation of material for the Chapter Training Conference on Volunteer Services.

After the training course, for this group, is completed, a unit leader should be appointed and a daily schedule for the Volunteer workers must be outlined. This, of course, will be done in cooperation with the Chapter paid workers who will be responsible for assigning the work to the volunteers, and who will assist the Unit Leader in supervising the volunteer activities.

The Unit Leaders must assume responsibility for arranging a method of keeping records of hours in accordance with Information Letter No. V. The monthly report of this project will be sent in to the Chapter through channels outlined in the same Information Letter.

When a sufficient number of Volunteers in this project have completed the number of hours specified in Information Letter No. VI, and are eligible for Volunteer Service pins, there should be a special presentation ceremony to which the public could be invited. This type of occasion will offer good publicity material and should be the first public announcement by each Chapter Headquarters of the Volunteer Service program in each prefecture.

B. Hospital Project.

The tabulation of the questionnaire survey on community needs revealed that every Chapter had hospitals in their prefectures which were in need of and desired the assistance of Red Cross Volunteers. Different hospitals indicated need for various types of service. Therefore a hospital project may cover either one type of Volunteer Service, or several types.

The following steps are outlined to guide the Red Cross Volunteer Service Representative and the appropriate committee chairman in developing a hospital project:

1. The Red Cross Volunteer Service Representative and the Sub-Branch or Sub-Cho Committee Chairman will make their first contact with the proper hospital officials. It will be the Red Cross official's responsibility to provide hospital officials with a general summary of information regarding Red Cross Volunteer Service, explaining the specific types which will be available through a hospital project.
2. The Red Cross persons, if the hospital officials are interested in the Volunteer Service project, should be conducted on a tour of the hospital by the Head Doctor and the Chief Nurse.
3. The decision should be reached by this group (Red Cross Volunteers and hospital officials) regarding the types of service, if any are needed.
4. The hospital should be requested to designate an official or a staff member to assist the Red Cross Representative in working out the details for the accepted project, such as the number of Volunteers needed, hours on duty, responsibility of hospital to Volunteers, etc. This person may be referred to as the Liaison.
5. Plans will be developed by Red Cross Volunteer Representative and the chairman for recruiting Volunteers for the specific project. If only a small number of Volunteers will be needed, it may be wise to have Red Cross Representatives personally select Volunteers in the immediate vicinity of the hospital. On the other hand, if a large group is needed and various types of service are to be given, it will be necessary to make a public appeal through publicity channels to the entire Cho area adjacent to the hospital, and even to make an appeal to other Sub-Cho Chairmen to assist in recruiting Volunteers for the specific hospital.

In the event a small group will be used, these persons should be gathered together at the hospital and the program explained to them. They should be allowed to choose the type of service they wish to perform, if more than one type of Volunteer Service is needed. If a large number of Volunteers is needed, a special meeting place may be necessary if the hospital cannot provide space. A similar explanation would be made to this group.

6. The next important step is to give the necessary training to the Volunteers in the type of service which they select. The following types of Volunteer Service projects are suggested for a hospital:
 - a. Operation of a nursery for children of patients, visitors, and even employees of a hospital.

- b. Recreation program according to the needs of the individual hospital.
- c. Production unit which may engage in the making of surgical dressings and repairing hospital items such as doctors' surgical gowns, sheets, etc.
- d. Assistance with a library unit in the hospital, either helping distribute books which may already be available, or building up a library to be used in this manner.
- e. Information clerks and guides at the reception desk in the large hospitals.
- f. A recreational program for student nurses. (31 Red Cross Hospitals have Schools of Nursing and this service is felt to be very necessary for the student nurses' group.)
- g. Canteen workers if hospital has central kitchens.

In connection with hospital Volunteer projects, the workers must receive training which will make them effective and valuable in their service. As stated in Volunteer Service Information Letter No. II, a manual is being prepared in connection with Volunteer projects in hospitals and this manual will set down standards to be maintained on a project and will also provide information to be used in training Volunteers.

- 7. When the training courses begin, a Unit Leader for the specific project should be appointed by the Red Cross Volunteer Service Representative. The Unit Leader will begin to work out schedules for workers and when the training courses are finished, they will sign with the Unit Leaders for specific days and hours of service. (There should be as much organization as possible insofar as regularity of days and hours is concerned.) Also more effective service can be rendered if a person can give Volunteer time consecutively at one period, for example: a Volunteer would be able to accomplish more by working two-and-one-half to three hours one morning a week rather than one hour each day, several days a week.
- 8. The responsibilities of the Unit leader will be numerous and on this person rests perhaps the greatest responsibility for the success of the individual project. When the Volunteers first begin to serve, it is most necessary that the Unit Leader be present as much as possible during the first period of the project and she will undoubtedly need the assistance of the Red Cross Volunteer Service Representative. The Unit Leaders will be responsible for setting up a system of keeping records in accordance with Volunteer

Service Letter No. V. She must encourage the workers frequently and keep the hospital liaison person informed of the program. She will have the responsibility of making the project a smooth-running operation and will offer suggestions to hospital authorities which will assist the Volunteer Service in being more effective. At the end of the month she will be responsible for compiling reports in accordance to Volunteer Service Letter No. V, to be turned over to the Red Cross Volunteer Service Representative.

It will be the Unit Leader's responsibility to secure additional workers as they are needed or to provide replacements. One of her chief functions will be that of encouraging the workers and explaining to them the appreciation of the Red Cross and the hospital for their cooperation. A good Unit Leader, in addition to responsibilities which will become more or less routine, will also take the initiative in suggesting means of improving a service, and additional types of service which would be helpful to the hospital.

The two kinds of projects illustrated give a general picture of the step-by-step procedure of developing any project which will be sponsored by the Red Cross Volunteer Services within the scope of those fields which have been designated by your National Headquarters Volunteer Service Section. These fields are named in Volunteer Service Letter No. II, and are repeated, namely: clerical assistance for Red Cross offices; service in children's institutions; hospitals; parks and playgrounds; canteens; blind schools and institutions; seasonal nurseries and community kitchens. The survey questionnaires of community needs completed by all chapters were used as a guide by the National Headquarters staff in determining the projects which would be sponsored on a national basis. In order to maintain standards and provide instruction and training courses of a high calibre, it is advisable for Red Cross Volunteer Services to confine their programs, at this time, to these types of Volunteer Service programs. The survey reports, when tabulated, prove that these particular fields designated, offer infinite opportunities for the development of Red Cross Volunteer Service projects which will benefit the individual, the local communities, the cities, the entire prefecture and the nation.

Instructions for Preparing International and Domestic School Correspondence Albums of the Japanese Junior Red Cross

May 20, 1948

I. Object of School Correspondence

School Correspondence constitutes one of the activities of the Junior Red Cross. Inter-country school correspondence aims at enabling Junior Red Cross members in schools to exchange information as to the organization and activities of their respective schools and groups, thereby enriching their knowledge in natural science and in the cultural field and, consequently, helping them make progress in their school work, through the reciprocal supply of unknown or strange facts and stories picked up at their respective places. As regards international school correspondence, it is intended to unite the juniors in this country with those in others with ties of goodwill and friendship on the basis of mutual understanding and to afford them opportunities of correctly recognizing their own country through the extension of their international knowledge in geographies, histories, manners and customs, racial traits and what not. It is thus eventually led to contribute to the cause of world peace.

II. How to Make School Correspondence

A. School correspondence means the exchange of albums made up with materials acquired at school between Junior Red Cross members in one school and those in another through the Junior group to which they belong. (School correspondence is divided into two kinds -- domestic school correspondence and international school correspondence.) It does not deal with any individual correspondence.

B. How School Correspondence is routed.

School correspondence is routed as follows:

Domestic correspondence:

Sending Group--> Chapter--> Headquarters-->
Receiving Chapter--> Receiving Group.

International correspondence:

Sending Group--> Chapter--> Headquarters-->
Receiving Country's Headquarters-->
Chapter--> Receiving Group.

III. Importance of School Correspondence.

That school correspondence makes a great contribution toward the promotion of international friendly relations needs no explanation. In no rare cases, materials collected and prepared for the purpose of correspondence are found to give deep impression

on the juniors. This project furnishes valuable learning experiences for the boys and girls. They apply the skills which they have learned.

Speaking of its learning values, moreover, it is pointed out that while engaging in the preparation of these materials, the juniors learn the joy of cooperation and cultivate their power of observation, being unknowingly directed to pay consideration to the effect they may give on their recipients. In consequence, they are eventually led through this work to a correct recognition of the country to which they belong and in which they live.

It is for this reason that school correspondence is regarded as contributing a great deal to the promotion of international friendship and the cause of world peace.

IV. How to Make School Correspondence Albums

A. Planning for School Correspondence Albums.

1. Previous Notice.

In planning a school correspondence album, it is required that the prescribed application for correspondence be filed with the Chapter of the Japanese Red Cross Society concerned, thereby previously giving the applicants' preference as to which school they would like to correspond with. The designation of the school should be made as follows:

For domestic correspondence:

Name of School, Village or Town or City,
Prefecture.

For international correspondence:

Name of School, City, State, Country.

On the part of the Red Cross Society, on receipt of the application, will do its best to give satisfaction to the applicants' desire, by properly selecting their correspondents from among the three schools nominated in the order of their preference.

2. Prescribed Form for Previous Notice of Correspondence.

Form for Previous Notice of Correspondence		
Date		
Sending School and Group	Address: Name Corps, Class, Grade	
Scheduled Date of Sending		Subject of Album:
School and Country with which Correspondence is preferred.	1. 2. 3.	
Signature and Address of Teacher.		
Signature and Address of JRC Leader		

N.B. For domestic correspondence the village or town or city and prefecture concerned must be mentioned; for international correspondence mention must be made of the city, state and country concerned.

B. Paper, Size and Weight.

Paper. In preparing a correspondence album, attention should be paid to the selection of paper used which is easy to obtain but so excellent in quality as proper for long preservation.

The reason for demanding such careful attention to the quality of paper is that if it is poor, even the album prepared with much painstaking efforts may easily be broken while inspection by the recipients before it has been preserved for long.

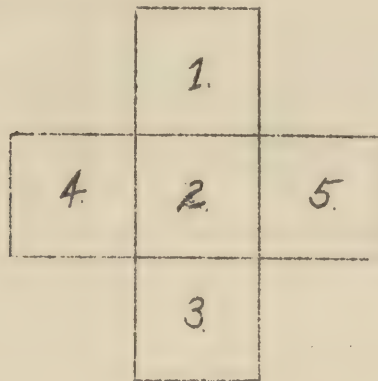
Size.

1. Maximum size is 33 cm. in length and 56 cm. in width.
2. Minimum size is 30 cm. in length and 23 cm. in width.

Weight. Not exceeding 900 grams.

C. Covers.

1. Pay the same attention to the selection of paper for the covers as paid to the quality of paper for the leaves of the album.
2. Be sure to use the Red Cross symbol on the covers in design. The Red Cross symbol is a red cross made of the combination of five squares as shown below:



Use care so as not to weaken the prominence of the Red Cross by the colors or designs that may be put on the cover.

3. Make the cover designs so as to represent the contents. For example, for such contents as introducing the activities of the correspondents' school, the covers should be decorated with proper designs for suggesting the contents; in case they are for the introduction of the manners and customs of their country, designs to match the contents should be selected as decorations for the covers.

D. Instructions for the Contents.

1. Select a subject.
If the contents should be left to be so extensive as to cover various fields at one time, they would become too vague to be fully understood by the other parties. This is the reason why some special subject should be selected for preparing the contents. It is suggested, therefore, that one special subject be thoroughly investigated and systematically explained for the inclusion in an album.
2. Some Examples for Selection of Subjects.

a. Communications and Transportation.

- (1) Regarding Postal Service.
 - (a) Transition of Postal Service.
 - (b) Postman's business.
 - (c) Postage-stamps.
- (2) Regarding Ships and Vessels.
 - (a) Steamers.
 - (b) Ferry-boats.
 - (c) Pleasure boats.
 - (d) Excursion ships.
- (3) Regarding Vehicles.
 - (a) Trains.
 - (b) Fire-engines.
 - (c) Motor-cars.

b. Community Life and Industries.

- (1) Activities in Our School.
- (2) Life in Cities.
- (3) Life in Rural Villages.
- (4) Life of Fishermen.
- (5) Life in a snowy country.
- (6) Life of Charcoal Burners.
- (7) Life of coal miners.

c. Our Manners and Customs.

- (1) On Kimono.
- (2) On Footgear.
- (3) Farmers' Customs (Mompe trousers, straw boots, etc.)

d. Our Festivals and Holiday Functions.

The above subjects are only suggestive. There are many other subjects which a school group may wish to choose. Investigations should not be made on an extensive scale but in a limited field.

It is advisable that a subject be selected, to some extent, in relation with the regular school work, in consideration of its contribution to the class activities and object lessons.

In case pleasure boats have been taken up as the subject for investigation at the moment, the Juniors concerned should strive to obtain the exhaustive knowledge about them, by actually visiting ports and piers for observing them, beside reading as many books concerned as available.

By acquiring the knowledge about (1) the constructions, (2) the types, (3) the speeds and (4) the names of the pleasure boats they have studied in this way, they should be directed to arrange the rich contents in a most artistic way in the album.

3. Some Suggestions as to the Contents.

- a. Large-sized dolls, specimens, toys, etc. should be shipped not separately but together with the album. Beside such small objects as can be contained in the album, large objects that cannot be contained therein will also be accepted for shipment together with the album.
- b. When penmanships and compositions are included in the album, the most excellent in the entire class, one or two copies for each, should be selected for introduction mainly for referential purposes.
- c. When newspaper, graphic and magazine clippings are included in the album, it is suggested that they be properly arranged according to the subjects.
- d. Don't give the names and grades of the correspondents on the covers. It would be interesting to give the names of the makers of the album and a collection of names and grades of the entire members of the class on the last page of the album.

4. Letters.

- a. Be sure to include letters in the album. These letters should not be abstract in substance, but should be written as concretely as possible.
- b. Include at least four or five letters in each album. They may be classified into:
 - (1) Introductory letters (which mean letters of a general introductory nature in entering into correspondence with another school, those of greetings in succeeding correspondences, etc.)
 - (2) Letters explaining the contents (Two or three should be the number for these letters.)
 - (3) Letters expressing the desires of the correspondents and those of questions (Desires and questions should be determined on consultation between teachers and students and should be distinctly mentioned in the letters.)

5. Expenses.

- a. Expenses of materials for school correspondence albums should be met by funds raised by the correspondents themselves.
- b. In regard to postages for school correspondence, the sending group pays them for the materials directly sent to their prefectural chapter of the Red Cross Society concerned, only in the case of sending. Other postages are borne by the chapter and Headquarters of the Japanese Red Cross Society. The receiving group does not pay any postages.

6. How to Handle School Correspondence Albums.

- a. It is considered proper that not more than two albums be prepared by one class per year. (Because the preparation of many albums will render their quality inferior at the cost of their expected effects and at the same time, it will take away too much from the regular school hours.)

Of these two albums, one may be used for domestic correspondence and the other for international correspondence.

- b. Period for Continuation of Correspondence Albums. Unless the exchange of correspondence albums is maintained for some period, it is impossible to expect any favorable effect of them. It is therefore desired that the exchange once started be continued at least for two or three years.
- c. Albums and other materials sent from other groups belong to the school of the receiving group.
- d. All exchanged materials should not be preserved idle but well arranged for inspection on proper occasions, while measures being taken for their utilization by many people.



THE CONSTITUTION OF THE JAPANESE JUNIOR RED CROSS CORPS OF
_____ SCHOOL.

Article I. NAME

This organization shall be known as the Japanese Junior Red Cross Corps of _____ School.

Article II. OBJECT

The purposes of this organization shall be:

1. To act in a general coordinating and advisory capacity for the pupils enrolled in the Junior Red Cross of _____ School and their respective sub-corps.
2. To insure teamwork throughout the school on various service projects.
3. To keep the school informed about Junior Red Cross.
4. To initiate and plan whole school activities, such as planning for Junior Red Cross services in the school, the community, the nation and the world.
5. To keep records and make reports on the Junior Red Cross activities of the school.

Article III. MEMBERSHIP

- Sec. 1 Membership shall consist of two students from each sub-corps (class group), preferably a boy and a girl.
- Sec. 2 These representatives should have a sense of responsibility and the qualifications necessary for good leadership.
- Sec. 3 These representatives shall be elected or appointed as each sub-corps decides and shall serve for one year or until other representatives are appointed.

Article IV. OFFICERS

- Sec. 1 The officers (members of the student body) shall be elected at the next to the last meeting of the school year. They shall assume their duties immediately and shall serve for one year or until other officers are elected. (See attached statement.)
- Sec. 2 The student officers, with the Junior Red Cross teacher-sponsor, shall form the executive committee of the council.
- Sec. 3 The student officers shall perform the usual duties pertaining to their office. (See attached statement.)

(Inclosure 1)

Article V. COMMITTEES

- Sec. 1 The student president shall appoint the chairmen of such committees as may be deemed necessary to fulfill the purposes of the council.
- Sec. 2 The student executive committee shall provide for all meetings, be responsible for the programs of the meetings, and carry out the wishes of the membership body in all matters referred to it.
- Sec. 3 Any vacancies in offices may be filled by the student executive committee.

Article VI. MEETINGS

- Sec. 1 The Junior Red Cross Corps shall meet regularly on
-
- Sec. 2 The executive committee shall meet on the call of the student president.
- Sec. 3 A quorum shall consist of representation of two-thirds of the sub-corps enrolled in the Junior Red Cross.

Article VII. AMENDMENTS

This constitution may be amended by a two-thirds majority vote of the members present at any regular meeting, provided that the amendment has been submitted at the previous regular meeting and a copy of the proposed amendment has been sent to each school enrolled in the council.

(May, 1948)

SCHOOL CORPS STUDENT OFFICERS

(May, 1948)

The President, Secretary and Treasurer are the officers required for each Corps. They are elected from the student Corps members. The principal or head teacher shall appoint a Teacher-Sponsor of the school to work closely with the Corps in planning and unifying the Junior Red Cross Activities.

THE TEACHER SPONSOR: The responsibility of the Sponsor is to encourage and supervise Corps activities and to be the liaison between the Junior Red Cross organization and the members of the units of the Senior Red Cross Society. The Sponsor is asked to leave as much of the conduct of the meeting as possible to the Juniors and to encourage them as much as possible to make their own decisions and arrangements about activities.

THE PRESIDENT: The President is the chief responsible student officer of the Corps. The President should have qualities of leadership and be chosen for these qualities. He or she should be an example to all members, be able and ready to initiate and be interested and active in all the affairs of the Corps.

A major responsibility of the student President is to make sure that all Corps matters are attended to and arrangements made for forthcoming meetings.

The student President should take the chair at all meetings. If he or she is absent a Chairman should be elected from the members present on the proposal of one of the members and seconded by another and approved by the meeting. The way in which a President should conduct a meeting is printed on pages 2-4.

The student President is responsible for the calling of an Annual Meeting and for the presentation of the Annual Report of the Corps at that meeting.

THE SECRETARY: The student Secretary of a Corps is responsible for all correspondence and for the clerical work with the exception of affairs of a financial nature, which are the responsibility of the Treasurer. The Secretary must also be the chief assistant of the President and be prepared to carry out routine details and arrangements on behalf of the President.

At the Corps meetings the student Secretary is responsible for recording the minutes; for presenting the minutes of the previous meeting; for bringing forward correspondence dealing with matters of which members should be advised; he or she must also be ready with any relevant information which may be asked for concerning matters on the agenda. Great care must be taken in reporting the exact wording of the motions and recording mover and seconder and whether or not motions are carried.

The student Secretary in conjunction with the Sponsor and the President is responsible for the drawing up of the Annual Report of the Corps and for sending it to Chapter Headquarters by a specified date.

THE TREASURER: The student Treasurer of the Corps is responsible for the record of the Corps funds and at each meeting is required to present a statement of accounts covering receipts and expenditure since the previous meeting.

The student Treasurer must make out the annual financial report for presentation at the Annual Meeting of the Corps and must hand over all books of account brought carefully to date and other property belonging to the Corps, to a succeeding Treasurer.

ROUTINE PRACTICE OF MEETINGS

A few days before the meeting, the President and Secretary should confer so that an agenda may be drawn up by the Secretary. This agenda or program for the meeting should be carefully followed.

The following is a sample agenda included for information only. Meetings need not follow exactly such a routine.

JAPANESE JUNIOR RED CROSS HONCHO SCHOOL

Meeting to be held in the School Hall on Friday, 14 May, at 3:30 pm.

AGENDA

1. Minutes of Meeting of 12 April for confirmation.
2. Correspondence.
3. Report by Treasurer.
4. Report by Chairman of Program and other committees.
5. Program for June meeting.
6. Address by Secretary of the Fire Brigade.
7. Any other business.

Meetings should always be conducted with dignity and seriousness. The President of the Corps acting as Chairman, must really conduct the meeting and all members when speaking must stand and address the Chair as "Madam Chairman" or "Mr. Chairman." It is the Chairman's duty to indicate which of two or more speakers is to speak first and to call the meeting to order should members be talking amongst themselves or speaking to one another and not to the Chair.

When a visitor has been invited to the meeting, the President, as soon as the meeting is opened, should welcome and introduce the visitor to the members, saying a few gracious words about how fortunate the Corps is to have the visitor, and, if he or she is going to speak, state what the subject of the address is to be.

After the address has been given the President should call on a member to propose a vote of thanks and another to second it. It is usual for these members to be warned beforehand that they will be called upon to fulfil this duty.

PUTTING A MOTION: The following is the routine procedure for decisions, so that they are in order to be placed on the minutes of a meeting:

The President introduces the subject, giving a few words of explanation, and if one member is particularly informed or wishes to speak on the subject, the President asks him to speak and to move a motion covering the item. The matter is then proposed by that member who gives his reasons for wishing the meeting to approve. The motion must be stated in clear careful terms. A member would propose a motion in such words as this:

"With your permission, Mr. Chairman, I would like to propose that this Corps should, as its next major activity, organize an International Pageant to be presented at the end of the year at a date to be decided later. The proceeds from the pageant to be used to provide a toy cupboard for the children's ward of the hospital. And that Shirley Anderson be appointed Chairman of a committee to organize the pageant."

The matter is not open for general discussion until another member seconds the motion.

Members may only speak once to each subject except the proposer, who is permitted to reply to any criticism or answer questions before the motion is put to the meeting for approval or rejection.

When all members who wish have spoken to a motion and the proposer has been given the opportunity to speak a second time, the President shall say:

"The motion before you is.....Will all those in favor signify in the usual manner." (Hands will then be counted.) "To the contrary." (Again hands will be counted.)

The President shall then say either:

"The motion has been carried" or "The motion has been defeated."

AMENDMENTS: An amendment may be proposed and seconded to an original motion before it has been put to the meeting. Amendments must not be a definite negative of the original motion but may modify it in one or more details. Amendments are put to the meeting before the original motion. If the amendment is carried it is then put again to the meeting as the original motion. If the amendment is lost, the motion in its original form is put to the meeting.

PRESENTING A REPORT: The Treasurer presents his report at each meeting, and when a committee or a member has undertaken some special duty a report is usually presented. The routine of presenting a report is simple and must always be followed. The member, after addressing the President, reads the report, moves its adoption and takes his seat. A member seconds the motion and the President, after allowing time for discussion, puts the motion to the meeting and declares it carried or lost.

It is always the Chairman of the meeting, and not the Chairman of the Committee, who puts the motion to the meeting.

THE PRESIDENT CONDUCTS THE MEETING: When the meeting is assembled and the President has taken the Chair, he or she rises and says:

"The Secretary will read the minutes of the last meeting."

When the Secretary has read them, the President says:

"Is it your pleasure that these minutes be confirmed?"

This question is put to ascertain the accuracy of the minutes. Any objection by any members must be proposed, seconded and voted upon by those present at the last meeting. If there is no objection to the minutes, the Chairman receives the answer "Yes," signs the minutes and dates them.

Any alterations and amendments should be made and initialled by the Chairman. Any business arising out of the minutes is then discussed.

The President then says: "I will now ask the Secretary to present the correspondence."

As each letter is read, the Secretary is given instructions from the President, after receiving the consent of the meeting of the action to be taken. The majority of letters are simply dealt with; many need only an acknowledgment. In such cases the President shall say: "Are you all agreed that acknowledgment and thanks be sent to Miss?" If the meeting is in agreement, consent is signified; if a member thinks other action should be taken, he or she says so; discussion follows, then the President puts a motion to the meeting. Some letters will give rise to full discussion before agreement is reached on the action to be taken.

The President then brings before the meeting the other items on the agenda in their order, unless there is some special reason why any one item should be taken out of order.

After the completion of the specific items, the President asks:

"Is there any other business?" This is done to allow members to ask questions on any matters or to bring forward for consideration any ideas they may have concerning Corps or Junior Red Cross affairs. Before the meeting ends, the President arranges and tells the members, the date, place and time of the next meeting. When this is done, the President says: "I now declare the meeting closed and thank you all for your attendance."

VOLUNTEER SERVICE LETTER NO. VI.

17 May 1948

TO: All Chapters

FROM: Mr. Tadatsugu Shimadzu, President, Japanese Red Cross

SUBJECT: SYSTEM OF AWARDS.

It is important that Volunteers receive recognition for their efforts, not only in the form of verbal commendation, but it is also necessary to provide awards for Volunteers who give a specified number of hours in service.

I. TWENTY-HOUR VOLUNTEER SERVICE PIN

The first award will be in the form of a Volunteer Service pin. When a Volunteer worker has given twenty hours of Volunteer Service, this person will be eligible for the Japanese Red Cross Volunteer Service pin. Chapters will be furnished a supply of these pins by National Headquarters. The presentation of pins to Volunteer Workers will be decided by the recommendations of the Chapter Volunteer Service Committee. Presentation ceremonies can be used as opportunities to further publicize Red Cross activities and serve as another means of making Red Cross Activities known to the local communities.

II. ADDITIONAL AWARDS

In addition to the first award, others will be planned for Volunteer workers as they continue to give their service. A special award will be presented when a worker has given one hundred hours of Volunteer Service. This award will be made by National Headquarters. The exact form and design of the one-hundred hour pin will be decided upon at a later date after suggestions and recommendations have been made by the National Volunteer Service Committee. Additional awards will also be recommended by the committee.

III. WEARING OF PINS AND INSIGNIA

Volunteer Service Pins should always be worn when the Volunteer is on duty. Off duty the wearing of the pin will be optional, but encouraged.

In order for Volunteer workers to be easily identified regardless of the agency or place they are working, a badge will be provided for them to wear. These badges will be worn by Volunteer workers on duty and on the occasion of special meetings or presentation ceremonies. The badges are being made at National Headquarters and will be sent to all Chapters at the earliest possible time. A supply of badges will be kept at the Chapter Headquarters and requisitioned from that source when needed by Sub-branch and Sub-Chapter chairmen through proper channels.

IV. USE OF VOLUNTEER SERVICE PINS ALREADY SENT TO CHAPTERS

Last fall when instructions were sent to all Chapters regarding the formation of Volunteer Service groups, a large number of Volunteer Service pins were made and sent out. You have been informed to disregard all instructions sent to Chapters in September, 1947 and to establish your Volunteer Service organization in accordance with the new Handbook instructions, but as yet, no information has been given to you regarding the disposition of the pins. We know that many pins have been given out by Chapters and there is still a large supply on hand at National. Since this very general distribution of these original Volunteer Service Pins, without any relation to the individual's actual Volunteer Service, has destroyed their significance as a special award, these cannot be used as the twenty-hour service pins. However, it has been decided that temporarily these pins will be used as identifying insignia for Volunteers working on projects. This will provide some identification until the badges are available. Chapters should notify Headquarters immediately concerning the number of these pins needed. There will be a special pin made for the Twenty-hour Volunteer Service Award.

Further information will be sent in another Information Letter regarding awards, insignia and badges.

VOLUNTEER SERVICE LETTER NO. VII.

17 May 1948

TO: All Chapters

FROM: Mr. Tadatsugu Shimadzu, President, Japanese Red Cross

SUBJECT: THE USE OF SPECIAL VOLUNTEER SERVICE ADVISORY COMMITTEES
IN ALL COMMUNITIES.

The initiation of plans and programs is an extremely important step in any organization. Therefore it is wise to secure the assistance and advice of persons who have a special knowledge and active experience in those specific fields in which Volunteer Service projects will be operating.

At the National Volunteer Service Training Conference on May 4 and 5 Chapter representatives were told of the splendid assistance rendered by special Advisory Volunteer Service Committee members who have helped in the development of this entire program and who are at present actually writing the manuals which will be sent out for all chapters to be used as guides for establishing specific projects and training Volunteers. It is strongly recommended that all Chapters follow the same plan of forming a special Volunteer Service Committee composed of the leaders who are engaged in the fields in which Volunteer projects will operate, such as children's institutions, parks and playgrounds, hospitals, nutrition, child education, etc. When such a group is informed of the new programs of the Japanese Red Cross, they will undoubtedly be willing to give their service on such a committee which would have a temporary status. Other persons, such as representatives from the Welfare and Education Ministries, as well as outstanding business and lay leaders should also be included. All of this group are the leaders of their communities and therefore are interested in assisting with plans that will make their towns, villages, cities and entire prefectures better places to live.

Such leaders will be anxious to assist the Japanese Red Cross when they are informed about the new programs of the agency which are intended to improve the communities for the people of Japan.

It is recommended that the plan of using special advisory committees be encouraged at every level. In other words, the leaders in these fields will be the most helpful persons in assisting Red Cross in planning and carrying out local programs.

The use of such special committees serves a dual purpose: These specialists advise the Japanese Red Cross, and, at the same time, become informed about the new Japanese Red Cross programs. Their effectiveness does not end at that point, for equally important is the role of such leaders in the community who are informed about the Japanese Red Cross and in their respective fields they can interpret its aims and objectives and can recommend the use of Japanese Red Cross programs and projects in meeting community needs.

These committees can be extremely valuable to all of the regular Volunteer Service Chairmen and committee members and paid Volunteer Service staff who will be responsible for the administration and operation of the program.

These Committees will be guided and directed by the Japanese Red Cross personnel, paid and Volunteer, responsible for the administration of the Volunteer Service program. They will serve because of their ability in particular fields. At Headquarters the Special Advisory Committee's chief contribution has been that of preparing the manuals. At the Chapter level such a committee might well be used to review all manuals, make suggestions as to the greatest need in the prefectural communities and perhaps assist in giving the first training courses to Volunteers working in the fields under their jurisdiction. Representatives from government agencies on the committees may well act as informants to such agencies concerning potential Red Cross services available. The same usage could be made of the committees on the Branch and Sub-Branch level.

This type of committee should be of invaluable assistance in giving advice and recommendations in special fields. It should not take the place of the committees already established to assist in the administration of the Volunteer Service program in the Chapter, the Branch, the Sub-Branch and Sub-Cho areas.

Prior to the Chapter Volunteer Service Training Course it is also recommended that Chapter staff members and selected Volunteers visit several types of institutions in which Volunteer Service projects may be needed. These field visits should be arranged in cooperation with the Branch Head and Branch Volunteer Service Chairman of the prefectural capital city as these persons will have the responsibility of following up the initial contacts. This plan has been used at National Headquarters in cooperation with the Tokyo Chapter and has proved most helpful.

VOLUNTEER SERVICE INFORMATION LETTER NO. IV.

TO: All Chapters 15 May 1948

FROM: Mr. Tadatsugu Shimadzu, President, Japanese Red Cross

SUBJECT: SELECTION OF VOLUNTEER CHAIRMEN and MEMBERS OF VOLUNTEER SERVICE COMMITTEES.

Persons having a great deal of control over the success or failure of the Volunteer Service program will be the Volunteer Service Chairmen and committee members selected to serve at each level of administration - National, Chapter, Branch and Sub-Branch and Sub-Cho. Consequently the selection of this group is of prime importance.

In general there are three qualities which these leaders should have: first, administrative ability; second a capacity for leadership; and third, the ability to plan and direct training courses. The chairman at every level should have these abilities to a stronger degree than the committee members.

Equally important as the above listed abilities and capacities, which can be measured in a rather specific manner, are the qualities which are more intangible and not so easily defined - the qualities on which the success of any enterprise involving human relationships depends. Leaders of any group of people must have and practice a true respect for all individuals, regardless of their social, political or economic status. A genuine love of people must be manifested by leaders if the proper influence is to be exerted.

The leaders of the Volunteer Service program, particularly, must have the ability to express appreciation for the service rendered by the workers and convey to them that their service is both important and necessary. The leaders must also be capable of encouraging workers and of stimulating their interest. A leader's job is that of keeping an entire program running smoothly and in order to do this, the leader must show a constant awareness of all problems and must have a clear understanding of the total operation.

Perhaps one of the most necessary of these intangible qualities desirable in a leader is that ability enabling the individual to get along with others and avoid, at all times, any attitude which might convey to the group that they are working for the leader, as an individual. It is always the leader's responsibility to build an "esprit de corps" among the workers and develop their loyalty to the organization and its objectives.

A good leader must know the members of the group and understand them. In the development of any effective program there must be a mutual respect existing between the individual in charge and the workers - this kind of relationship can exist only when there is a complete understanding on the part of everyone.

The relationship between the leaders and the volunteers must be one of sharing together the opportunity of serving where there is a need. Need is the only thing which justifies any Volunteer Service project and if we are constantly aware of this fact, nothing should arise to hinder the development and growth of a strong Volunteer Service program in the Japanese Red Cross. In fact, because the need is so great and there is so much to be done, the Japanese Red Cross has a great opportunity to organize its resources, to strengthen and expand its services to meet ever increasing needs.

The success of the Volunteer Service program will depend entirely upon the proper selection of Volunteer Service Chairmen - select carefully and wisely - with these leaders well chosen we cannot fail.

VOLUNTEER SERVICE LETTER NO. V.

17 May 1948

TO: All Chapters

FROM: Mr. Tadatsugu Shimadzu, President, Japanese Red Cross

SUBJECT: SYSTEM OF RECORD KEEPING AND REPORTING.

I. PURPOSE OF RECORDS and REPORTS

It is important in the development of any organization to establish a method to measure its progress and growth. This factor makes it necessary to maintain a system of records and reports.

Statistical data obtained from records and reports serves to guide and direct those persons responsible for the organization in its growth and provides valuable material for publicity purposes. It is also important to keep staff members, both paid and volunteer, informed of their achievements and regular statistical reports are invaluable for this purpose, particularly in a Volunteer Service program.

Records will be kept primarily for two purposes: first, to inform Red Cross officials of the progress of the Volunteer Service program, and second, to provide an accurate account of time given by Volunteer workers in order to make awards and give proper recognition for the services rendered.

II. METHOD OF KEEPING RECORDS

The unit leaders will have the responsibility of keeping the records of individual workers' time. This will be done by using an individual record card for each Volunteer worker. Attached is a sample. This card will be referred to as "Individual Record of Volunteer Service - Volunteer Service Form No. 1, April, 1948". These cards will be supplied by National Headquarters to each Chapter in sufficient amount to provide chapters with sample supplies to be used at the Chapter Training Course. It will be the responsibility of each chapter to provide additional forms for the Branch, Sub-Branch, and Sub-Cho Volunteer Service Chairmen for training courses which will be given for their respective committees. Every Chapter Headquarters must keep an adequate supply of Volunteer Service Form No. 1. When a project is organized in a local community the Red Cross representative will request the Sub-Branch or Sub-Cho Committee Chairman to secure the necessary number of record forms from the Chapter Headquarters for the specific project. The request should be made through the Sub-Branch Head in those areas. The Sub-Cho Chairmen would make the request directly to the Branch Head and in the Cities, Branch and Branch Headquarters, a supply should be kept on hand.

It is suggested that each Unit Leader keep the Volunteer Service Forms No. 1 in a small box which will stay at the agency or institution where the specific project is in operation. There will be

a card for each Volunteer and the Volunteer will be responsible for recording his or her hours. A place can be arranged for this box with the liaison person. If the project is in a park or playground with no office available it will be necessary for the Unit Leader to arrange a special plan for recording the individual's volunteer time.

It is also suggested that a weekly schedule of Volunteer Workers be made and posted so that the "liaison person" (individual designated by the agency or organization to work with the Red Cross Volunteers) , and all Volunteer Workers will have a clear understanding of the time they are expected to be on duty. This schedule should not take the place of the individual record, Form No. 1, as this is the official and continuous record for reports and will furnish information which determines eligibility for individual awards.

III. COMPILATION AND ROUTING OF REPORTS

A report must be compiled on the last day of each month from the Volunteer Service Form No. 1 by each Unit Leader. This report will be made in three copies. One copy will be retained by the Unit Leader. Two will be given to the Red Cross Volunteer Service Representative, who will keep one on file and give one copy to the Sub-Branch Committee Chairman or the Sub-Cho Committee Chairman. The Unit Leader's report will be made according to Volunteer Service Form No. 2 (See attached sample). Reports will be compiled and routed as follows:

A. The Local Office Branch Area:

The Sub-Branch Volunteer Service Chairman will combine all figures from the Unit Leaders' reports and record the totals on Volunteer Service Form No. 3 "Monthly Report for Sub-Branch or Sub-Cho". Volunteer Service Form No. 3 will be made in three copies. One will be retained by the Sub-Branch Chairman and two will be sent to the Branch Head by the Sub-Branch Head marked "Attention Branch Volunteer Service Chairman." The Branch Volunteer Service Chairman will combine figures from all of the Sub-Branch reports and record the totals on Volunteer Service Form No. 4, "Monthly Report for Branch". This will be made in three copies. One will be kept by Branch Volunteer Service Chairman and two forwarded to the Chapter Headquarters. (One copy of all sub-branch reports should be attached to the Branch Report sent to Chapter Headquarters.)

B. City Branch Areas:

The Sub-Cho Volunteer Service Chairman will combine all figures from the Unit Leaders' Reports and record the totals on Volunteer Service Form No. 3 "Monthly Report for Sub-Branch or Sub-Cho". Volunteer Service Form No. 3 will be made in three copies, one will be retained by the Sub-Branch Chairman and two will be

sent to the Branch Head by the Sub-Branch Head marked "Attention Branch Volunteer Service Chairman". The Branch Volunteer Service Chairman will combine figures from all of the Sub-Branch Reports and record the totals on Volunteer Service Form No. 4, "Monthly Report for Branch". This will be made in three copies. One will be retained by Branch Volunteer Service Chairman and two forwarded to the Chapter Headquarters. (One copy of all Sub-Cho reports should be attached to the Branch report sent to Chapter Headquarters).

C. City Branch Areas (Five Large Cities):

The Sub-Cho Volunteer Service Chairman will combine all figures from the Unit Leaders' Reports and record the totals on Volunteer Service Form No. 3, "Monthly Report for Sub-Branch or Sub-Cho". Volunteer Service Form No. 3 will be made in two copies. One will be retained by the Sub-Cho Chairman and one will be sent to the Branch Office Head by the Sub-Cho Chairman marked "Attention Branch Office Volunteer Service Chairman". The Branch Office Volunteer Service Chairman will combine figures from all of the Sub-Cho reports and record the totals on Volunteer Service Form No. 4, "Monthly Report for Branch". This will be made in four copies. One will be retained by the Branch Office Volunteer Service Chairman and three will be sent to the Branch Headquarters Head marked "Attention Branch Headquarters Volunteer Service Chairman". The Branch Headquarters Volunteer Service Chairman will combine all figures from the Branch Office Reports sent in on Volunteer Service Form No. 4 and compile the Branch Headquarters report which can also be recorded on Volunteer Service Form No. 4. This will be made in three copies. One will be retained at the Branch Headquarters by the Branch Headquarters Volunteer Service Chairman and two will be sent to the Chapter Headquarters Director marked attention "Volunteer Service Section". (Two copies of all Branch Office reports should be attached to the Branch Headquarters report sent to Chapter Headquarters.)

D. Tokyo-To Metropolitan Area:

The Sub-Cho Volunteer Service Chairman will combine all figures from the Unit Leaders' reports and record these on Volunteer Service Form No. 3, "Monthly Report for Sub-branch or Sub-Cho". Volunteer Service Form No. 3 will be made in two copies. One will be retained by the Sub-Cho Chairman and one will be sent to the Branch Head marked "Attention Branch Volunteer Service Chairman". The Branch Volunteer Service Chairman will combine all figures from all of the Sub-Cho reports and record the totals on Volunteer Service Form No. 4, "Monthly Report for Branch". This will be made in three copies. One will be retained by the Volunteer Service Branch Chairman and two will be sent to the Tokyo Chapter Headquarters Director marked "Attention Volunteer Service Section".

E. Summation:

Each person having the responsibility of preparing reports should realize that prompt attention is necessary and even though reports go through several steps, it is most important that they reach Chapter Headquarters at the earliest date possible after the first of each month. The Chapter should set the date for all reports to be in. When all reports have been received at the Chapter Headquarters, it will be the responsibility of the Volunteer Service paid staff member and the Chapter Volunteer Service Chairman to promptly combine the figures from all Volunteer Service Forms No. 4 and record all totals on Volunteer Service Form No. 5. This should be made in duplicate. One report will be sent immediately to National Headquarters marked "Attention: Volunteer Service Section", and one copy will be retained at Chapter Headquarters in the Volunteer Service Section. Attached to each Chapter report sent to Headquarters there should be one copy of all Branch reports on Volunteer Service Form No. 4. It will be the responsibility of the National Headquarters staff to combine all of the Chapter reports from Volunteer Service Form No. 5 and record the totals on Volunteer Service Form No. 6, "National Report on Volunteer Services.

The specific uses of information provided through this form of reporting will be discussed in another Volunteer Service Information Letter in relation to the responsibilities of various heads and chairmen in the entire administrative set-up.

In addition to the statistical report, each person responsible for sending reports to a higher headquarters should write a brief narrative report making comments regarding the progress of the Volunteer Service program and pointing out problems which are confronting them. Suggestions for additional projects can be included in these comments and the Chapter Headquarters and National Headquarters will in this way have information direct from the local communities which will help them in future planning. During the initiation of the program, and while training courses are under way, there will be little to report in the way of projects and Volunteer hours. However, in order to be aware of progress and developments being made in the local communities, it is important that a brief statement be sent in concerning the progress being made. For example, if the Chapter is conducting its training course for the Chapter Volunteer Service Committee members and Branch Heads a narrative report should be made to this effect giving dates, number of persons attending, etc. Similarly Branch Heads would be requested to keep the Chapter Headquarters informed of the progress which they are making and the same would apply to the Sub-Branch and Sub-Cho Volunteer Service Chairmen. Consequently the early reports on the Volunteer Service program will be in narrative form. The Chapters will be responsible for sending to National Headquarters a summary report of this information, attaching copies sent from the Branch Heads.

It is requested that the names and addresses of all persons completing these Training Courses on the Chapter, the Branch, the Sub-Branch and the Sub-Cho levels be included in the reports that are sent to National Headquarters by the Chapters. The National Headquarters wishes to send a letter directly to all of these persons expressing appreciation of the National organization for their interest and giving a word of encouragement to these persons who are lending their time, interest and efforts in the initiation of the Volunteer Service program. Chapter Directors are urged to give particular attention to seeing that a careful record is kept of these Volunteer Workers at all levels.

Having all of this information from every Chapter in Japan will be of invaluable assistance to the National Headquarters Volunteer Service Section in planning supervisory field trips for the Headquarters staff in order to assist with Training Courses and special problems in the various Chapters.

At the earliest possible time a news sheet will be sent to Chapters giving information regarding progress of the new Volunteer Service program throughout Japan. The news sheet will be composed of information reported by the Chapters. Therefore every Chapter Director should be keenly aware of the plans and progress in his Chapter area and be responsible for getting reports to National Headquarters promptly. In this way each Chapter will have the opportunity for proper recognition which will inspire and encourage them in developing their programs.

(VS Form No. 1)

JAPANESE RED CROSS

INDIVIDUAL RECORD OF VOLUNTEER SERVICE

Name and Location of Project

Name _____ Date _____

Address

Hours of Service

12345678910111213141516171819202122232425262728293031

Jan

Feb

Mar

Apr

May

June

July

Aug

Sept

Oct

NOV

Dec

JAPANESE RED CROSS

Volunteer Services

MONTHLY REPORT FOR UNIT LEADER

Date _____

TYPE OF PROJECT: _____

NUMBER OF VOLUNTEERS: _____

NUMBER OF HOURS: _____

NARRATIVE:

Location of Project

Unit Leader

Address

(S. 104) (1944)

RECEIVED BY

RECEIVED BY

RECEIVED BY

RECEIVED BY

RECEIVED BY

RECEIVED BY

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RECEIVED BY

JAPANESE RED CROSS

Volunteer Services

MONTHLY REPORT FOR SUB-BRANCH OR SUB-CHO

Date _____

Type of Project	Number	Number of Volunteers.	Number of Hours.
1			
2			
3			
4			
5			
6			
7			
Total Number Projects			
Total Number Volunteers			
Total Number Hours			

NARRATIVE:

 Name and Address of Sub-Branch or Sub-Cho

 Sub-Branch Head

 Sub-Branch or Sub-Cho Volunteer Service
Chairman.

JAPANESE RED CROSS
Volunteer Services

(VS Form No. 4)

MONTHLY REPORT FOR BRANCH

1. Local Office () 2. City Branch () 3. Branch Office or Hdqs. () 4. Tokyo-To. ()
(Mark type of Branch)

<u>Type of Project</u>	<u>No. of Projects</u>	<u>No. of Volunteers</u>	<u>No. of Hours.</u>	<u>Sub-Branch or Sub-Cho Reporting Projects</u>	<u>Not Reporting Projects.</u>
Total No. Projects					
Total No. Volunteers					
Total No. Hours					
Total Sub-Branches and Sub-Chos with Projects.					
Total Sub-Branches and Sub-Chos without projects.					

Japanese Red Cross
Volunteer Services
MONTHLY REPORT FOR BRANCH

(VS Form No. 4)

-2-

NARRATIVE REPORT:

Name And Address of Branch

Branch Head

Branch Volunteer Service Chairman

JAPANESE RED CROSS
Volunteer Services
MONTHLY REPORT FOR CHAPTERS

TYPE OF PROJECTS	NUMBER	NUMBER OF VOLUNTEERS	HOURS	BRANCHES REPORT- ING PROJECTS.	BRANCHES WITHOUT PROJECTS
1					
2					
3					
4					
5					
6					
7					
8					
Total Number Projects					
Total Number Number Volunteers					
Total Number Hours					
Total Number Branches with Projects					
Total Number Branches without Projects					

(VS Form No. 5)

[illegible]

Name and Address of Chapter

Chapter Director

Chapter Volunteer Service Chairman